

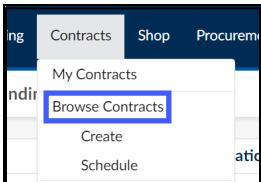
Amending Contract Line Items - Pricing Changes

This document is a quick-reference guide for Contract Managers who need to manage line items in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO Website: <https://spo.az.gov/>.

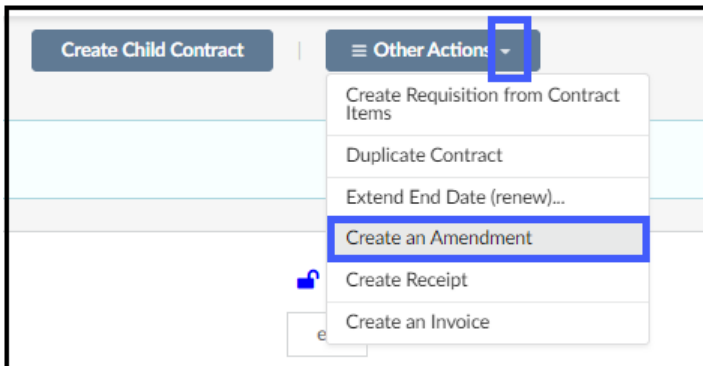
Price list items are to be modified and agreed to by the supplier using a bi-lateral amendment. This QRG demonstrates the step-by-step process and instruction for amendments involving price changes and adding a new line item.

Price Change

1. Log into APP.
2. Select **Browse Contracts** in the **Contracts** tab.



3. Locate the contract to be amended.
4. Click the **Pencil** icon to edit the contract.
5. Click the **Other Actions** drop-down arrow and select **Create an Amendment**.



6. Click **OK** to amend.
7. Navigate to the **Price List** tab to select the item to amend.
8. Click the **Pencil** icon for the item you wish to amend.
9. Scroll down to the **Item Price Sheet(s)** section. Click the **Pencil** icon of the item line in **BOLD**.

*****NOTE: This may not necessarily be the line item where "Add to cart" is displayed.*****

	Name	Supplier	Negotiated Price	Currency	UOM	Validity Start Date	Validity End Date
1 Add to Cart	Pencils	Johns Supplies	5.0000	USD United States dollar	Each	3/31/2022	3/31/2022
	Pencils	Johns Supplies	5.0000	USD United States dollar	Each	3/31/2022	3/31/2022

2 Result(s)

10. Verify the Item Tag field is blank.
11. Change the **Validity End Date** to the last date of the current fiscal year to allow receiver entry and payment processing on current Purchase Orders .
12. Complete the **Name** field with: "Expires XX/XX/XXXX" to notify the requisition staff the price will end.

Item description

Supplier Reference No. ⓘ

CTR059567-1

Name

Pencils - Expires 6/30/2022

13. Click **Save & Close** to close the Item Price pop-up.
14. Click **Save & Close** to close the Item pop-up.
15. Click **Save** on the Contract page.
16. The table refreshes with the new **Validity End Date**.

✓	Commodity ⇅	Product Code ⓘ ⇅	Name ⇅	Item reference ⓘ ⇅	Price ⇅	Currency ⇅	UOM ⇅	Validity Start Date ⓘ ⇅	Validity End Date ⓘ ⇅	Tag ⇅	Avail
✓	Office supplies	CTR059567-3	Notebooks	CTR059567-3	10.0000	USD	Each	3/31/2022	6/30/2023		
✓	Office supplies	CTR059567-2	Pens	CTR059567-2	8.0000	USD	Each	3/31/2022	6/30/2023		
✓	Office supplies	CTR059567-1	Pencils - Expires 6/30/2022	CTR059567-1	6.0000	USD	Each	6/6/2022	6/30/2022		

Add a New Line Item to a Contract

1. Working in the same amendment, navigate to the **Price List** tab.
2. Click **Create an Item**.
3. Complete Product Information section, including: **Short Description**, **Product Code** (next item number available CTR-XX), **Commodity** and **Type**.

Product Information ⓘ

Short Description*

Pencils - Effective 7/1/2022

Product Code ⓘ*

CTR059567-4

Manufacturer Reference No. ⓘ

Type*

Product ⓘ

Commodity*

44120000 - Office supplies ⓘ

Characteristics Group ⓘ

Note: Complete the Short Description field with: "Effective XX/XX/XXXX" to identify the new pricing effective date.

4. Complete the **Detailed Description**, **Keywords** and **Summary** fields (optional).
5. Scroll to the Item Description section.

6. Complete the **Name** and **Supplier Reference No.** fields.

Item description

Supplier Reference No. ⓘ

CTR059567-4

Name

Pencils - Effective 7/1/2022

Note: Name should match the Short Description and the Supplier Reference No. should match the Product Code entered above.

7. In the **Pricing** section, complete the **Validity Start Date** with today's date.
8. The **Validity End Date** is to remain blank.
9. Enter the retail price into the **Retail Price (tax excl)** field.
10. Enter Unit of Measure (**UOM**).
11. Click **Save & Close**.

<input type="checkbox"/>	Commodity ⇅	Product Code ⓘ ⇅	Name ⇅	Item reference ⓘ ⇅	Price ⇅	Currency ⇅	UOM ⇅	Validity Start Date ⓘ ⇅	Validity End Date ⓘ ⇅
<input type="checkbox"/>	Office supplies	CTR059567-4	Pencils - Effective 7/1/2022	CTR059567-4	7.0000	USD	Each	6/7/2022	6/30/2023
<input type="checkbox"/>	Office supplies	CTR059567-3	Notebooks	CTR059567-3	10.0000	USD	Each	3/31/2022	6/30/2023
<input type="checkbox"/>	Office supplies	CTR059567-2	Pens	CTR059567-2	8.0000	USD	Each	3/31/2022	6/30/2023
<input type="checkbox"/>	Office supplies	CTR059567-1	Pencils - Expires 6/30/2022	CTR059567-1	6.0000	USD	Each	6/6/2022	6/30/2022

Note: Steps 12-16 must be followed when an item must be tagged as a Standard Contract Release item. If not tagging an item, jump to step 17.

12. When a standard contract release tag is applicable, click the **Pencil** icon for the item you wish to tag.
13. Navigate to the **Item Price Sheet** section, click the **Pencil** icon.
14. From the **ItemTag** drop-down, select **Standard Contract Release**.
15. Click **Save & Close**.
16. Click **Save & Close**, again.
17. Add amendment documents to the **Add Document** tab.
18. Click **Send Contract for Approval**.
19. Your contract will go through the Approval process, including both Internal and External approvals.

General Information

Type

Master Agreement

Status

Negotiations In Progress

20. Once all approvals have been received, click the **Signed** button at the top of the page.

