ARIZONA
PROCUREMENT PORTAL
QUICK REFERENCE GUIDE

Amending Contract Line Items

This document is a quick reference guide for Contract Managers managing 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 the bi-lateral amendment. This QRG demonstrates the step-by-step process and instructions for amendments involving price changes and adding a new line item.

Price Change

1. Log into APP.
2. Select **Browse Contracts** on the **Contracts** tab.
3. Locate the contract to amend.
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** left margin 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.
10. Click the **Pencil** icon of the line item.

11. Verify the Item Tag field is blank.

12. Change the **Validity End Date** to the last day of the current fiscal year to allow the receiver to enter and process payments on the current Purchase Orders.
13. Add "**Expires XX/XX/XXXX**" in the Name field before the name to notify the requisition staff that the item/price will end.

Item description	Pricing
Supplier Reference No. ⓘ* CTR068583 - 1 **13** Name* Expires 05/31/2024 Small, round Candy **12**	Validity Start Date ▦ 11/1/2023 Validity End Date ⓘ ▦ 6/30/2024

14. Click **Save & Close** to close the Item Price pop-up.
15. Click **Save & Close** to close the Item pop-up.
16. Click **Save** on the Contract page.
17. Navigate back to the Price List left margin tab.
18. The table refreshes with the new **Validity End Date** displayed in the name field.

18

✔	Product Code ⓘ ⇕	Name ⇕	Summary	Product Reference ⓘ ⇕	Price ⇕	Currency ⇕
✔ ✏ 🗑	CTR068583 - 1	Small, round Candy Expires 05/31/2024	Small, round Candy Expires 05/31/2024		40.0000	USD

Add a New Line Item to a Contract

1. Working on the same amendment, navigate to the **Price List** left margin tab.
2. Click **Create an Item**.

3. Complete the Product Information section, including **Item**, **Code** (next item number available CTR-XX), **Commodity, Type, Detailed Description**, and **Keywords**.

> *Complete the Item field with: "Effective XX/XX/XXXX" to identify the new pricing effective date.*

4. Complete the **Summary** field (optional).
5. Scroll to the Item Description section.

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

The name should match the Item and the Supplier Reference No. should match the Code as 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**.

Steps 12-17 must be followed when an item must be tagged as a Standard Contract Release item. If not tagging an item, jump to step 18.

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 and click the **Pencil** 🖊 icon.

14. From the **Item Tag** drop-down, select **Standard Contract Release**.
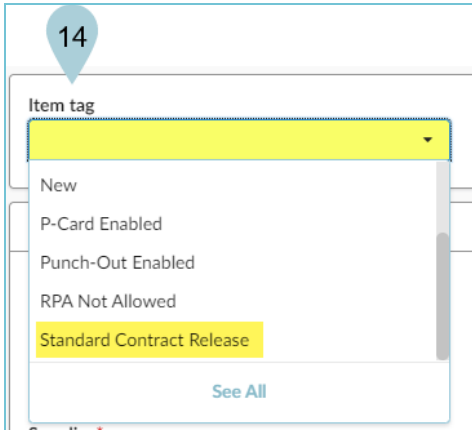
15. Click **Save & Close** on the Create/Modify price pop-up.

16. Click **Save & Close** on the Item pop-up.

17. The Standard Contract Release tag displays in the table.

18. Navigate to the **Add Document** left margin tab to add amendment documents.

19. Click **Add** to add the document.

20. Select the applicable document type link from the drop-down.

21. Fill in the **Document Name**.
22. Complete the **Effectivity** section.
23. Click the **Click or Drag to add files** link to add documents.
24. Click **Save & Close**.

25. Click **Submit**.
26. Click **Send Contract for Approval**.

27. Your contract will go through the Approval process, including Internal and External approvals.
28. Once all approvals have been received, click the **Signed** button at the top of the page.

Review line items on the effective date to ensure the lines are active and functioning correctly.

Resources

Click the link below for more information on the contract creation processes in APP:

https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/source-contract-qrgs-176