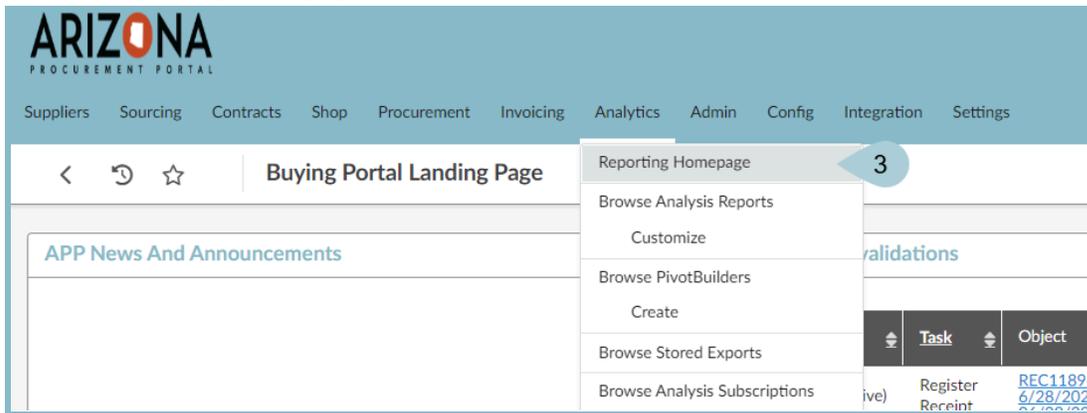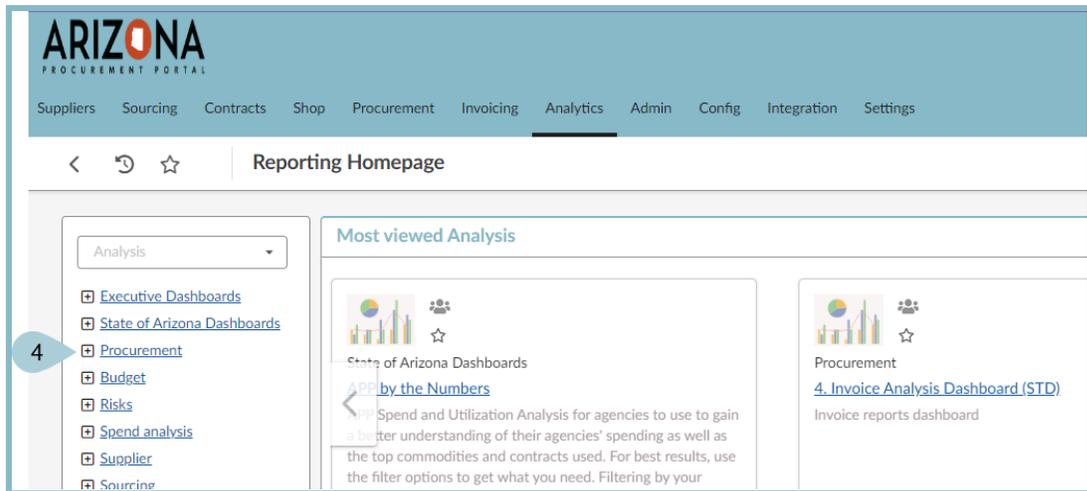# Analyze Requisition Efficiency

This document is a quick reference guide highlighting how to view pending purchase requisitions and approval time for potential cost avoidance, cost reduction, and improved process efficiency in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov*.*
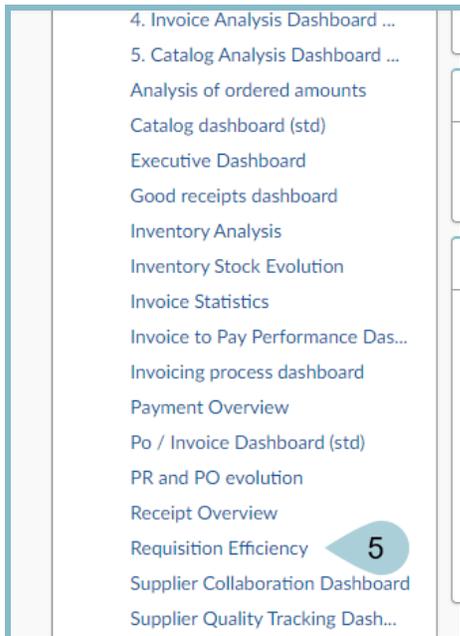
Requisition Efficiency

1. Log in to APP.
2. Hover over the **Analytics** tab.
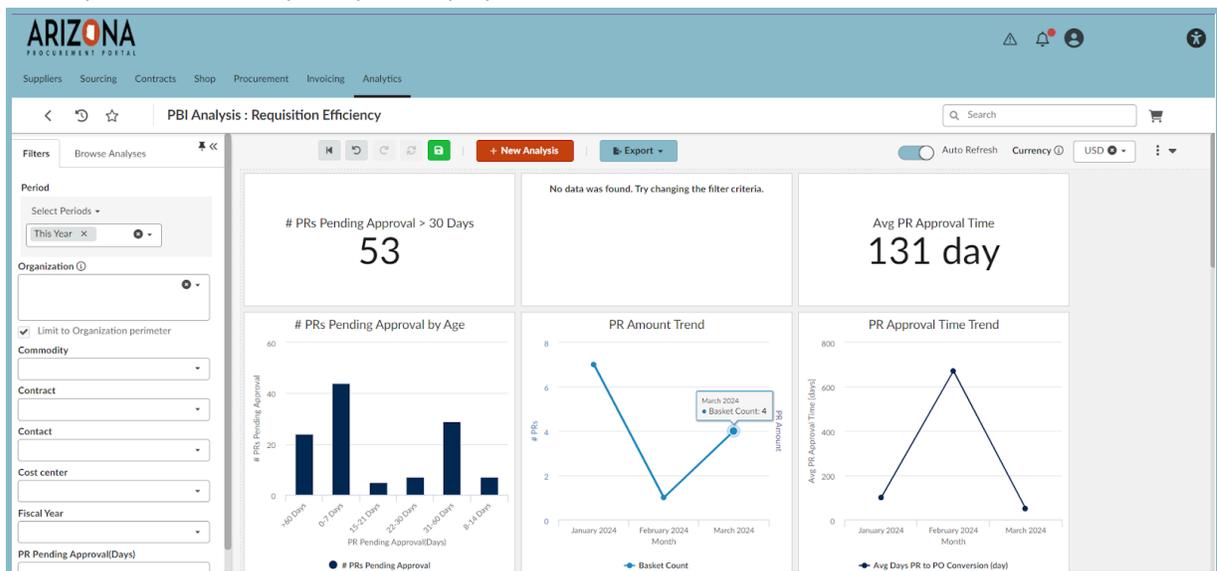3. Click the **Reporting Homepage** link.

4. Click the **+** sign next to **Procurement**.

5. Click the **Requisition Efficiency** link.

6. The requisition efficiency analytics display.

Use the advanced filter on the left of the page to narrow down your analytics. The most used options are Organization or Commodities. The Fiscal Year filter is not functional at this time.

Resources

Click the link below for more information on the Analytics tab processes in APP:

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