

Completing Contract Negotiated Terms/Price List Tabs

This document is a quick reference guide for users who need to complete the contract Negotiated Terms and Price List tabs 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/>.

Completing Negotiated Terms Tab

1. Select **Browse Contracts** from the Contracts drop-down menu.
2. Search for the draft contract you wish to edit and then click the Pencil icon to open it.
3. Navigate to the **Negotiated Terms** tab.
4. Enter the **Payment Term**, the States default is Net 30.
5. Enter information you wish to provide in the remaining fields.

The screenshot shows the 'Negotiated Terms' form. The 'Payment Terms' field contains 'Net 30'. The 'Additional Payment Terms Information' field is empty. Other fields include 'Total Amount Pretax', 'Currency', 'Payment Type', 'National Regulation', 'Delivery Terms', and 'Warranty Terms'.

6. Once complete, click the **Save** button.

Completing Price List Tab

1. Select **Browse Contracts** from the Contracts drop-down menu.
2. Search for the draft contract you wish to edit and then click the Pencil icon to open it.
3. Navigate to the **Price List** tab.
4. Make note of your Contract Number (this number will be used for your product code).
5. Click the **Pencil** icon next to the item you wish to edit.

<input type="checkbox"/>	Commodity	Product Code	Name	Price	Currency	UOM	Validity Start Date	Validity End Date	Tag
<input type="checkbox"/>		I1_1	Milk Chocolates	20.0000	USD		5/10/2021	5/10/2023	
<input type="checkbox"/>		I1_2	Dark Chocolates	23.0000	USD		5/10/2021	5/10/2023	

2 Result(s)

6. On the Item pop-up complete the following fields:

- a. Short Description
- b. Product Code (CTR # - 1)
- c. Manufacturer Reference No. (if applicable)
- d. Type (Select Product)
- e. Detailed Description
- f. Keywords

Note: It is important to include relevant keywords to allow for requisitioners to easily locate an item. Use multiple words, separated by a comma.

- g. An Item picture can also be uploaded

7. Once complete click **Save**.

8. Scroll to the **Item Price** Sheet Section at the bottom of the pop-up.

9. Click the **Pencil** icon next to the item.

10. Complete and/or review the following fields for the item:

- a. Item Tag (Standard Contract Release - If applicable)
- b. Supplier Reference No. (will match your Product Code entered on step 6)
- c. Name
- d. Status = Approved
- e. Retail Price
- f. Unit of Measure
- g. Delete table by clicking the Trash icon if not using tiered pricing.

Note: Do not enter a date in the Validity End Date field. Entering a date in this field will supersede the validity end date of the contract.

11. Click **Save & Close**

Create/ Modify price

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Item description	Pricing
Supplier Reference No. ⓘ CTR061218-1	Validity Start Date 11/30/2022
Name Box of Milk Chocolate	Validity End Date
Supplier GOODYEAR TIRE & RUBBER CO ↗	Status Approved
Supplier Contact 	Retail price (tax excl.) 55.000000
Punchout 	Tax
Contract CTR061218 - Candy for the State of Arizona SM 11-30-2022 Amendment #1 ↗	Retail Price (Excl. Tax) 55.0000
Effective Date 11/30/2022	Currency USD
To (include) 11/30/2025	UOM ⓘ Box
Link to Item Catalog 	Example
Status Signed	Other Units ⓘ

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12. Repeat steps above with all items in your draft contract.