

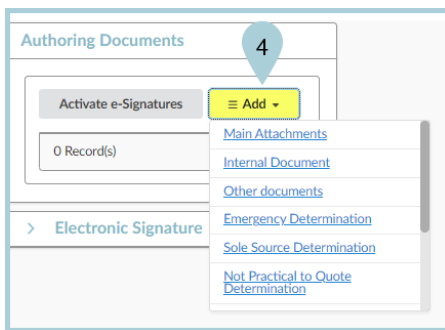
Completing the Add Document and Confidential Tabs

This document is a quick reference guide for users wishing to complete the Documents and Confidential 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/>.

Confidential documents are not uploaded on the Add Document tab. Instead, they are uploaded in the Confidential tab, as demonstrated below.

Completing the Add Document Tab

1. Select **Browse Contracts** from the Contracts drop-down menu.
2. Search for the draft contract you wish to edit and click the **Pencil** icon to open it.
3. Click the **Add Document** left margin tab.
4. Click the **Add** dropdown in the Authoring Documents section.



5. Select the **Document Type** from the dropdown.
6. Complete and/or review the following fields for your document:
 - a. **Document Name** (Required)
 - b. Summary (If applicable)
 - c. **Effective Date/Expiration Date** (Required) - Users are able to mirror the contract start and end dates if unsure of what dates to utilize.
7. Attach the document using the **Click or Drag to add files** button.
8. Click **Save**.

Document

Document Name* Item Document Status Draft Version V1

Summary

Visible to Supplier

Effectivity

Effective Date* 7/10/2023 Expiration Date* 7/20/2023

Notification Period Day(s)

References

URL

References

File to import

Click or Drag to add files

Insurance Documents.pdf

Save

9. Click the **X** icon to close the pop-up.
10. The document(s) display under Authoring Documents.

Authoring Documents

0 Selected Download documents (ZIP) Activate e-Signatures Add

	Document Name	Version	Document Type	Status	Visible to Supplier	Download	Pending Validations	Last Modified Date
<input type="checkbox"/>	Item Document	V1	Other documents	Approved	Yes			7/11/2023

1 Record(s)

11. Repeat the steps above to continue adding documents to your contract.

Completing the Confidential Tab

1. Select **Browse Contracts** from the Contracts drop-down menu.
2. Search for the draft contract you wish to edit and click the **Pencil** icon to open it.
3. Click the **Confidential** left margin tab.
4. Click the **Add Confidential Document** button.

Add Confidential Document

0 Record(s)

5. Complete and/or review the following fields for your document:
 - a. Title
 - b. Revision
 - c. Summary (If applicable)
 - d. Date Fields (If applicable)
 - e. Status = Approved
 - f. Document = English
6. Attach the document using the **Click or Drag to add files** button.
7. Select the Confidential Checkbox.
8. Click **Save & Close**.

The screenshot shows the 'Confidential Documents' form with the following callouts:

- 5a**: Title field (containing 'Meeting Notes')
- 5b**: Revision field (containing '1')
- 5c**: Summary field
- 5d**: From date field
- 5e**: Status dropdown (set to 'Approved')
- 5f**: Document language dropdown (set to 'English')
- 6**: 'Click or Drag to add files' button
- 7**: Confidential checkbox (checked)
- 8**: 'Save & Close' button

9. The document(s) displays under Add Confidential Document.

The screenshot shows the 'Add Confidential Document' table with the following data:

	Title	Att.	Contact	Last Modification (UTC-7)	Creation Date (UTC-7)	Validity End Date	Version
<input type="checkbox"/>	Meeting Notes		MVULA Sullyvna	7/10/2023 9:03:16 PM	7/10/2023 9:03:16 PM		1

Callout **9** points to the first record in the table.

10. Repeat the steps above to continue adding confidential documents to your draft contract.

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>