ARIZ☉NA
PROCUREMENT PORTAL
QUICK REFERENCE GUIDE

Completing the Contract Header Tab

This document is a quick reference guide for users wishing to complete the Header tab on a draft contract 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 the Header Tab

1. Click the **Header** left margin tab.
2. In the **Contract Header** section, verify/add your **Contract Label**, **Supplier**, and **Contracting Agency**. A Contract Description and Project IDs can also be added to this section.

Contract Header 2

Contract ID
CTR066125

Label *
Treats for SPO   en

Contract Description

Supplier *   Contracting Agency *
RW&C   ▼   🔗   Arizona Department of   ✖ ▼
                          Administration

Agency Project ID   Federal Project ID

Project Investment Justification #   Alternate Contract ID

Compensation Type
                        ▼   ✔ Public only

3. The Type of contract, Status, and Amendment # fields are in the **General Information** section.

> 📋 *The Statewide Contract checkbox must be checked when you create a Statewide Contract.*

4. Add the agencies that will have access to the contract in the **Agencies** field. When applicable, verify or add additional agencies. When creating a statewide contract, use the *State of Arizona* option.
5. Verify the **Primary Commodity** field is completed with the applicable commodity.
6. Add additional commodities in the **Other Commodities** field.

> 📋 *Additional commodities help the users search for a contract by narrowing down the search results.*

7. Add information regarding Co-Op Designation, Set-Aside, APC Exempt, IGA, and Estimated Contract Value in the Additional Information section, when applicable.

8. Enter the **Effective Date** and **Initial End Date** in the **Validity** section. The **Signature Date** field defaults to today's date and is updated once the contract is signed.
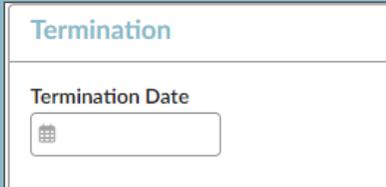

> All other fields remain blank unless necessary.

9. Complete the Review & Renewal section. Enter the **Renewal Type** information. The **Renewal Period**, **Renegotiation Date** (defaults to 120 days before the initial end date), and **Renegotiation Countdown** (defaults to 90 days before the end date) based on the end date information provided.

> *The Renegotiation Date must be less than or equal to the Renegotiation Countdown. Although both fields auto-populate, they can be edited to the desired date(s). Hover over the information icon ⓘ for details on the fields.*

> *The **Termination** section within the Header tab should only be completed in extreme or emergency situations, i.e., if the company goes bankrupt or is no longer in business.*
>
> **Termination**
>
> Termination Date
>
> 📅
>
> 📋 *The **Renewal History** section within the Header tab updates when the contract is renewed.*
>
> **Renewal History**
>
> 0 Record(s)

10. Click **Save** at the top of the page.

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