

## Completing the Contract Negotiated Terms & Price List Tabs

This document is a quick reference guide for users wishing 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](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

### Completing the Negotiated Terms 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 **Negotiated Terms** left margin tab.
4. Complete the **Payment Terms** field with the applicable term. The State default is Net 30.

The screenshot shows the 'Negotiated Terms' section of a contract in the Arizona Procurement Portal. A dropdown menu for 'Payment Terms' is open, displaying a list of terms. The 'Net 30' option is highlighted in yellow. A blue callout bubble with the number '4' points to the dropdown menu. Below the list, there is a 'See All' link. In the bottom right corner of the form area, there is a small 'en' label.

5. Enter any information you wish to provide in the remaining fields.
6. Click the **Save** button.

## Completing the 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. Click the **Price List** left navigation 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.
6. On the **Item** pop-up, complete the following fields:
  - a. Code (CTR # - 1)
  - b. Manufacturer Reference No. (if applicable)
  - c. Type (Select Product)
  - d. Detailed Description
  - e. Keywords
  - f. File Upload (an Item picture can also be uploaded)



*It is important to include relevant keywords to allow requisitioners to locate an item quickly. Use multiple words separated by a comma.*

**Product Information**

Item\*  Code

Manufacturer Reference No.  Type\*

Commodity\*  Characteristics Group

Link to Manufacturer Catalog  Manufacturer

Amount Tolerance  % Quantity Tolerance  %

Delivery Date Tolerance

Product Tax Mode

[Product Characteristics](#)

**Detailed Description**

**Keywords**

**Summary**

**File Upload**

7. 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.

Item Price Sheet(s)								
Label	Supplier	Negotiated Price	Currency	Unit	Validity Start	Validity End	Login Status	Supplier Reference No.
Milk Chocolate	RW&C	25.0000	USD United States dollar		7/10/2023		Approved	
1 Record(s)								

10. **Complete** and/or **review** the following fields for the item on the Create/Modify price pop-up:
  - a. Item Tag (Standard Contract Release - If applicable)
  - b. Supplier Reference No. (will match your Product Code entered in step 6)
  - c. Name
  - d. Status = Approved

- e. Retail Price
- f. Unit of Measure
- g. Delete the pricing table by clicking the **Trash** icon (this deletes tiered pricing which is not used)



The screenshot shows a pricing table interface. At the top, there is a button labeled "+ Add new price by quantity". Below this is a table with three columns: "Quantity\*", "Price (Excl. Tax)\*", and "Price (Incl. Tax)". The first row of the table contains a trash icon, the value "0.0000", the value "25.000...", and the value "25.00". A callout bubble with the letter "g" points to the trash icon.

Quantity*	Price (Excl. Tax)*	Price (Incl. Tax)	
	0.0000	25.000...	25.00



*Do not enter a date in the Validity End Date field. Entering a date in this field supersedes the validity end date of the contract.*

- 11. Click **Save & Close**.
- 12. Repeat steps for all items in your draft contract.

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## Resources

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

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