
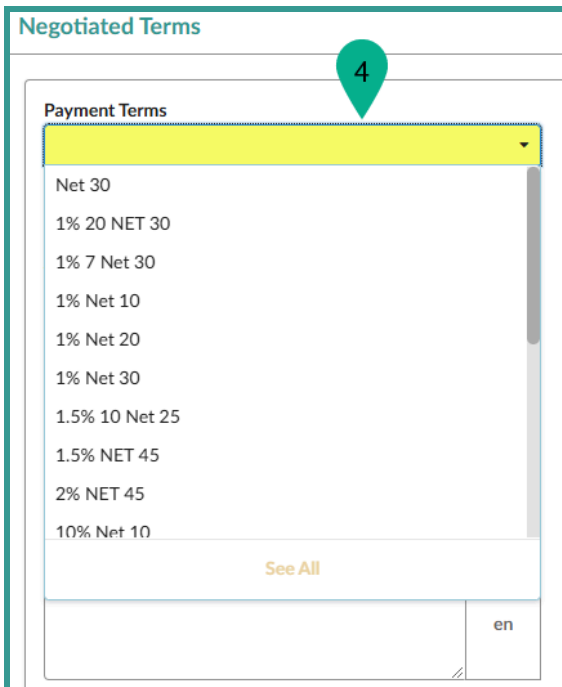


Completing the Contract Negotiated Terms

This document is a quick reference guide for users wishing to complete the contract Negotiated Terms tab 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 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' tab in the APP. A callout bubble with the number 4 points to the 'Payment Terms' dropdown menu. The dropdown is open, showing a list of payment terms: Net 30, 1% 20 NET 30, 1% 7 Net 30, 1% Net 10, 1% Net 20, 1% Net 30, 1.5% 10 Net 25, 1.5% NET 45, 2% NET 45, and 10% Net 10. A 'See All' link is visible at the bottom of the list. The 'en' button is also visible.

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

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>