ARIZONA

QUICK REFERENCE GUIDE

Completing the Price List Tab

This document is a quick reference guide for users wishing to complete the contract Price List 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 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. Locate the **Item Price Sheet** section at the top of the pop-up.

7. In the **Item Price Sheet(s)** section, click the **Pencil** icon next to the item.

Item Price Sheet(s)

	Supplier Reference No.	Label	Supplier	Negotiated Price	Currency	Unit	Validity Start ⓘ	Validity End ⓘ	Login Status
✏	CTR075904-2	Windex	CITY WIDE PEST CONTROL INC		USD United States dollar	Each	12/18/2024		Approved

1 Record(s) ⚙

8. **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.
    c. Name
    d. Status = Draft
    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)

> *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.*

9. Click **Save & Close**.
10. On the **Item** pop-up, scroll down to the **Product Information** section and complete the following fields:
    a. Product 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)

> *When awarding multiple contracts off of a solicitation <u>and</u> using its carried over line items, take note of the information displayed within the Product Information section along with the Product Code information ⓘ icon. Otherwise, ignore the information tools and continue as normal.*

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

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