

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** *l*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 *licon* next to the item.

Item Price Sh	eet(s)								
	Supplier Reference No. 🚖	Label	Supplier 🝨	Negotiated Price 🚖	Currency	<u>Unit</u>	<u>Validity Start</u> ④ 🍨	Validity End 🛈 🚖	Login Status 🚖
<i>M</i> ²	CTR075904-2	<u>Windex</u>	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)

Add new price b	oy quantity	
<u>Quantity</u> * 🚖	Price (Excl. Tax)* 🛓	Price (Incl. Tax)
0.0000	25.000	25.00
	Quantity* 🚖	Add new price by quantity Quantity* (mathematical price (Excl. Tax))* (mathematical price) 0.0000 25.000

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 (i) icon. Otherwise, ignore the information tools and continue as normal.

For solicitations that are Multi-Awarded, the F	Product Code will be linked between all awarded contracts.
Please use the Item Price Sheet(s) above to ed	it the individual items for Multi-Awarded Contracts.
Product Name*	Product Code (1)*
Cleaning Products	BPM006542
Manufacturer Reference No. (i)	Product Codes should always be unique, unless for Multi-Awarded Solicitations. M
	Awards will use the Solicitation No. (BPMXXXXXX).

- 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