

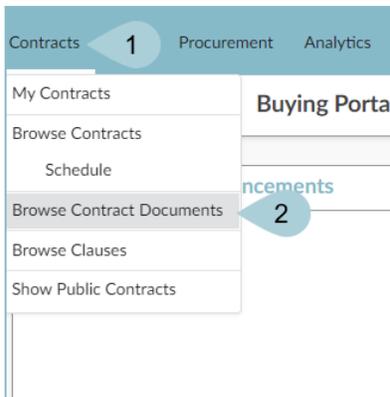
Contract Documents

This document is a quick reference guide for users wishing to search for contract documents 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/>.

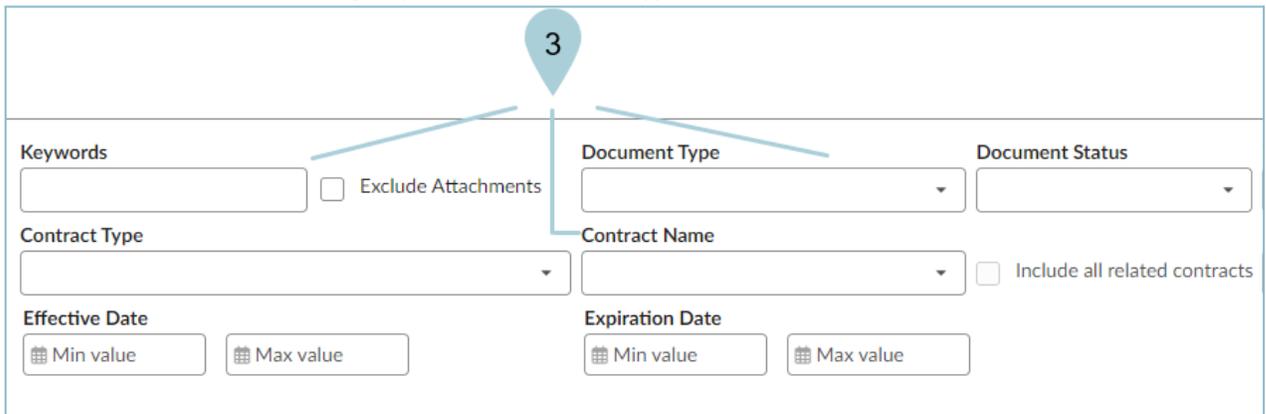
APP now allows you to efficiently view the status of contract documents, without accessing the contract.

Search for Contract Documents

1. Once logged in to APP, click the **Contracts** header tab.
2. Select **Browse Contract Documents** on the drop-down.



3. Search for the document using Keywords, Document Type, or Contract Name.

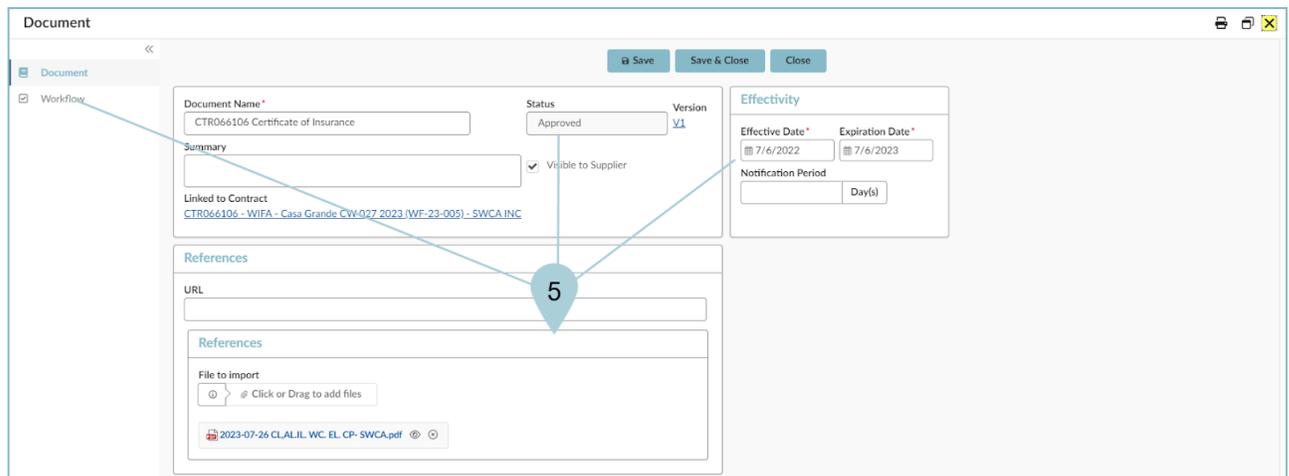
A screenshot of the search interface for contract documents. A blue callout bubble with the number '3' points to the search area. The search area contains several fields: 'Keywords' (text input), 'Exclude Attachments' (checkbox), 'Document Type' (dropdown), 'Document Status' (dropdown), 'Contract Type' (dropdown), 'Contract Name' (dropdown), 'Include all related contracts' (checkbox), 'Effective Date' (with 'Min value' and 'Max value' date pickers), and 'Expiration Date' (with 'Min value' and 'Max value' date pickers).

When you search by contract, the documents for that contract only display.

4. Locate the desired document and click the Pencil  icon to view the details of the document.

<input type="checkbox"/>			Offeror Response	V1	6/12/2023	CTR065560	Mediator Services	Master Agreement
<input type="checkbox"/>			Solicitation Documents	V1	6/12/2023	CTR065560	Mediator Services	Master Agreement
<input type="checkbox"/>			CTR066106 Certificate of Insurance	V1	6/12/2023	CTR066106	WIFA - Casa Grande CW 027 2023 (WF-23-005)	Project Specific Agreement
<input type="checkbox"/>			CTR066106 Pricing	V1	6/12/2023	CTR066106	WIFA - Casa Grande CW 027 2023 (WF-23-005)	Project Specific Agreement
<input type="checkbox"/>			CTR066106 Contract Documents	V1	6/12/2023	CTR066106	WIFA - Casa Grande CW 027 2023 (WF-23-005)	Project Specific Agreement
<input type="checkbox"/>			CTR056758 COI through 09.24.2023	V1	6/12/2023	CTR056758	Pest Control Services ASPC- Winslow & Apache Unit	Master Agreement
<input type="checkbox"/>			CTR060726 COI WC	V1	6/12/2023	CTR060726-1	BCDHP_RFP - Tobacco Quitline Services	Master Agreement
<input type="checkbox"/>			Certificate of Liability exp. 040824	V1	6/12/2023	CTR056384	Security and Protection Systems	Master Agreement

5. You can now view the document's **Status**, **Effectivity** and **Workflow**, without accessing the contract.



The screenshot shows the 'Document' details page. On the left, there is a 'Workflow' section with a blue callout box containing the number '5'. The main content area includes:

- Document Name:** CTR066106 Certificate of Insurance
- Status:** Approved
- Version:** V1
- Summary:** (Empty text area)
- Visible to Supplier:**
- Linked to Contract:** CTR066106 - WIFA - Casa Grande CW-027 2023 (WF-23-005) - SWCA INC
- References:** (Empty text area)
- URL:** (Empty text area)
- File to import:** (Empty text area)
- Effectivity:**
 - Effective Date:** 7/6/2022
 - Expiration Date:** 7/6/2023
 - Notification Period:** (Empty text area)
 - Day(s):** (Empty text area)

Resources

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

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