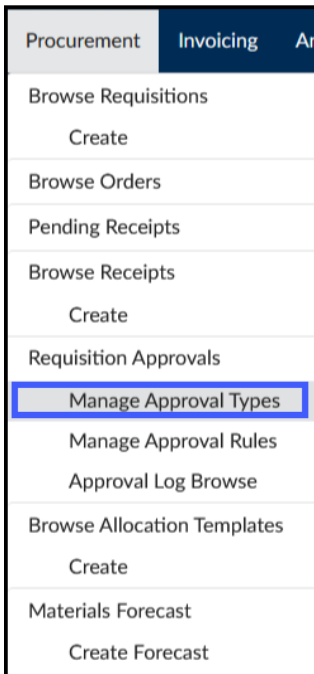


Creating Approval Types

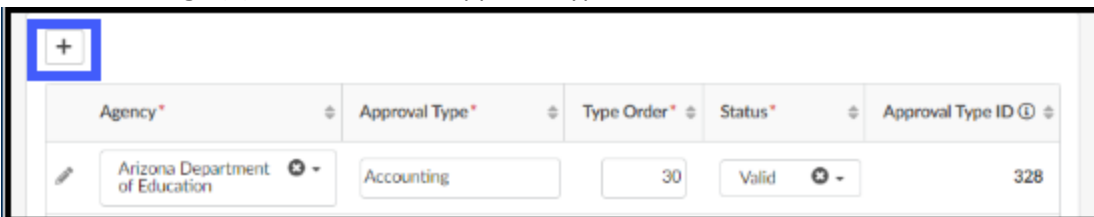
This document is a quick reference guide for Agency Administrators to create approval types in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

Creating Approval Rules

1. Log into APP as an **Agency Administrator**.
2. Navigate to **Manage Approval Types** from the **Procurement** tab.



3. Click the **Plus Sign (+)** to create a new approval type.



- Complete the appropriate approval type information, including all mandatory fields identified by a red asterisk (*).

ARIZONA Suppliers Sourcing Contracts Shop Procurement Invoicing Analytics Admin Config Integration Settings

Manage Approval Types

Save Browse Approval Rules

Fields marked by an asterisk * are mandatory

Keywords Search

Agency

Approval Type

Status

5	6	7	8	9
Agency*	Approval Type*	Type Order*	Status*	Approval Type ID
Arizona Department of Education	Accounting	30	Valid	328

- Agency** - Determines the agency for the approval type.
- Approval Type** - Identifies what type of approval rule is used within the agency, i.e. Procurement, Finance, Division, Authority Level, etc.
- Type Order** - Determines the type order triggered, i.e. trigger type order 10 for Procurement, trigger type order 20 for Senior Procurement, etc.
Note: Type Order takes precedence over Rule Order, i.e., Type Order 1- Rule Order 1
- Status** - Used to toggle Approval Rules On/Off.
Note: Use cautiously, this will NOT automatically update for requisitions already in progress.
- Approval Type ID** - Only populates once you click Save.
- Once all required fields are complete, click **Save**.
- Click **OK** to confirm a New Approval Type to be added.