

## **Creating Off-Contract Purchase**

This document is a quick reference guide for procurement users who need to create an off-contract purchase in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at <a href="mailto:app@azdoa.gov">app@azdoa.gov</a>. Additional resources are also available on the SPO website: <a href="https://spo.az.gov/">https://spo.az.gov/</a>.

Users create off-contract purchases for items not found in a hosted or punch-out catalog. After the requisition is created, it is routed for approval and sourcing. If the Requisioner has sourcing rights and the requision is within the delegated authority, the requisition will go to the Requisitioner for sourcing. If the requisition is not within the delegated authority, it will go to the Procurement Officer for sourcing.

## **Creating an Off-Contract Purchase**

- 1. Log into APP
- 2. Navigate to the Procurement drop-down menu and select Create.



- 3. Select Off-Contract in the Requisition Type dropdown..
- 4. Complete the Header section including Site, Fiscal Year, and Name.
- 5. Click Save.

う☆ Create	
	5 Save
4 Header	
Requisition Status	Site*
Draft	State Procurement Office 🔞 🗸
Requisition Type*	Special Purchase Type
Off-Contract 3	•][ •]
Request Name*	Fiscal Year*
Req. 7/19/2023 - Off Contract Purc	2024 - State of Arizona 🛛 🖉 🗸
Requester	
176Upgrade Buyer2	Set aside spend
ID Type	
	Open Requisition
File(s)	
③	PO Multi Year Funding

- 6. Complete the **Ship To** and **Bill To** dropdowns.
- 7. Click Save.

7						
	6					
Ship to	Bill To					
Ship to*	Bill To*					
State Procurement Office 100 N 15th Ave. Phoenix 🛽 🗸 🗸	State Procurement Office 100 N 15th Ave. Phoenix 🔞 🗸					
State Procurement Office	State Procurement Office					
100 N 15th Ave.	100 N 15th Ave.					
Suite 305	Suite 305					
85007 Phoenix	85007 Phoenix					
Arizona	Arizona					
UNITED STATES	UNITED STATES					

8. Scroll to the Items & Services section and click +Add a free-text line.



- 9. Complete the Item Name, Commodity, and Ordered Qty fields in the Item Description Section.
- 10. Complete the **Price** field.
- 11. Select a Tax Rate.
- 12. Select a **Supplier**, **Order Supplier**/**Distributor** and **Supplier Contact** if one is not auto populated.
- 13. Click Save.

tem Details	
9	13 B Save Save & Close Close
Item Description	Estimate Commercial Costs
Name*  Item 1  Commodity*  43232502 - Computer based training software  43232502 - Computer based training software  43232502 - Computer based training software  TOrdered Qty*  3.0000 EA  •  Product	Price 250.00000 USD Tax Rates* Phoenix - 8.6 % × ● - ♥ Discount (%)  Total Amount ④ 750.00
12 Suggested Supplier	Ship to
Supplier* WAXIES ENTERPRISES INC - WAXIE SANITARY SUPPLY	State Procurement Office 100 N 15th Ave. Phoenix 🔹 🗸

14. Expand the **Budget Information** section and enter **Organization**, **Fiscal Year**, **Budget Fiscal Year**, **Function**, and **Object** fields.

Please note that Account Template or Function are required fields for successful encumbrance.

15. Click Save & Close.

в	Save Save & Close	Close Reset Allocations			
Budget Allocation - Minimum Required Fields For Succes	ssful Encumb				
If allocation elements, Accounting Template or Function are blank, then dimensions marked a     Those bare minimum allocation elements are: Budget Fiscal Year, Unit, Fund, Appr Unit, Obje	as bare minimum to process the requisition ect, Task and Agency (AFIS - Department)	on will be mandatory in AFIS			
Allocations					
+ Allocation Remaining To Allocate:					
Copy Line(s) Apply to entire Requisition		14			
Allocation ID % Pretax (USD)* Tax	Organization ()	Organization	Fiscal Year	Budget Fiscal Year*	Function
□	State Procurement Office	Arizona Department 🛛 🕶	2024 🛛 🕶	2024 🗶 🗸	SPO63 OP STA PURCH

- 16. Repeat steps 8-15 for all items you would like to add.
- 17. Click Submit for Approval.

## **Resources**

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

https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/procure-paygrgs-176