![ARIZONA DEPARTMENT OF ADMINISTRATION — STATE PROCUREMENT OFFICE]

Creating On-Contract Purchase (Catalog)

This document is a quick reference guide for procurement users who need to create an on-contract purchase 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 allows requisitioners to create a requisition from a hosted catalog. A hosted catalog is an internal catalog maintained by the State and its agencies. After a requisition has been created and submitted, it will go through the approval workflow defined for that requisitioner's agency.

Creating a Requisition from a Hosted Catalog

1. Log into APP.
2. Locate the contract you are shopping from.
3. Navigate to the **Shop** drop-down menu and select **Search Products**.
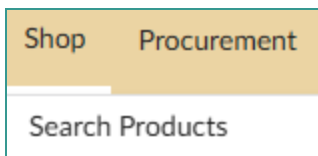
4. From the Search Products Page, use the advanced search filter ▼ to search for the specific contract.

> 📋 *Users can also search by Commodity, Supplier, or Contract by using the advance search option by clicking the filter icon ▼ .*

5. Select the checkbox next to each desired item and adjust the quantity as needed.
6. Once all items are selected, click **Add to Cart**.

	Supplier ⇕	Order		Summary	Commodity ⇕	Price ⇕	Unit ⇕	Product Code ⓘ ⇕	Currency ⇕	Contract ⇕
☑ 🖉	Sands Chevrolet Motor Company - Sands Chevrolet Motor Company	3 ⊗ ▾	Add to Cart	Weekly Rate	Cleaning and janitorial services	2,500.0000	Week	CTR073130-1	USD	CTR073134 - Detailed Cleaning Services for SPO ***PLEASE DO NOT AMMEND***
☐ 🖉	Sands Chevrolet Motor Company - Sands Chevrolet	1 ⊗ ▾	Add to Cart	Annual Rate	Cleaning and janitorial services	67,000.0000	Year	CTR073130-2	USD	CTR073134 - Detailed Cleaning Services for SPO ***PLEASE

7. Once you have completed adding items to your cart, click **Checkout**.

8. Complete the Requisition Details, including **Organization** and **Ship To** information.
9. Click the **Two Arrows** 🔄 to apply the ship to address to all requisition lines.
10. Click **Go To Requisition**.

11. Complete the **Header** section, including **Name**, **Site**, and **Fiscal Year**.

12. Verify/Complete the **Ship To** and **Bill To** dropdowns.
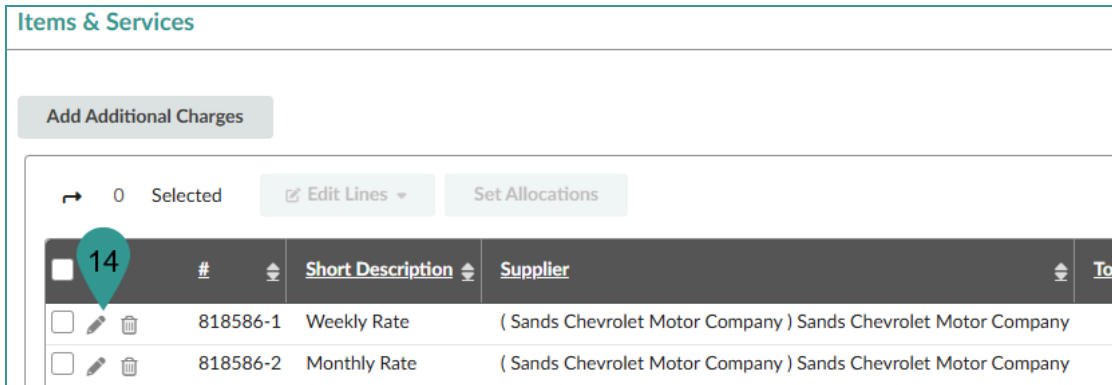
13. Click **Save**.

14. Scroll to the **Items & Services** section and click the **Pencil** ✏️ icon to edit the item's Details.
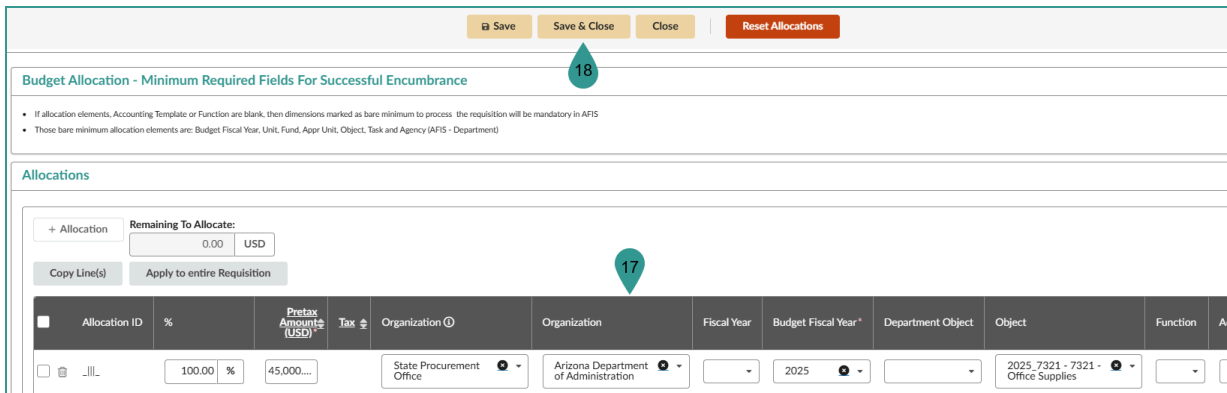
15. Select a **Tax Rate**.
16. Select an **Order Supplier/Distributor** and **Supplier Contact** if one is not auto-populated.
17. Expand the **Budget Information** field and enter the **Organization**, **Fiscal Year**, **Budget Fiscal Year**, **Function**, and **Object** fields.

> 📋 *Please note that Account Template or Function are required fields for successful encumbrance*

18. Click **Save & Close**.

19. Repeat steps 14-18 for all line items.
20. 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-pay-qrgs-176