

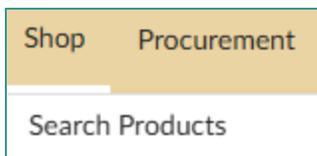
Creating On-Contract Purchase (Catalog)

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 <input checked="" type="checkbox"/>	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 <input type="checkbox"/>	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**.

Total (Excl. Tax)

52,500.0000 USD

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**.

Back To Catalog
Go to Requisition
Submit Requisition

Description	Ship to*	Delivery Date	Quantity*	Price	Internal Inventory	Commodity
Weekly Rate Sands Chevrolet Motor Company	State Procurement Office 1400 W Washington St		3 WK	7,500.0000 USD		76110000 - Cleaning and janitorial services
Monthly Rate Sands Chevrolet Motor Company	State Procurement Office 1400 W Washington St		6 MO	45,000.0000 USD		76110000 - Cleaning and janitorial services

2 Record(s)

Supplier	Total	Currency
Sands Chevrolet Motor Company	52,500.0000	USD

Number of orders to be created: 1

Number of suppliers: 1

Total Carbon Footprint: 0.0000 kgCO2e

Requisition Details

Organization*: State Procurement Office

Ship to*: State Procurement Office 1400 W Washington St Phoenix

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

Header

Requisition Status

Draft

Requisition Type*

On-Contract

Request Name*

Req. 4/5/2025

Site*

State Procurement Office

Special Purchase Type

Fiscal Year*

2025 - State of Arizona

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

Ship to

Ship to*

State Procurement Office 1400 W Washington St Phoenix

State Procurement Office
1400 W Washington St
Suite 300
85007 Phoenix
Arizona
UNITED STATES

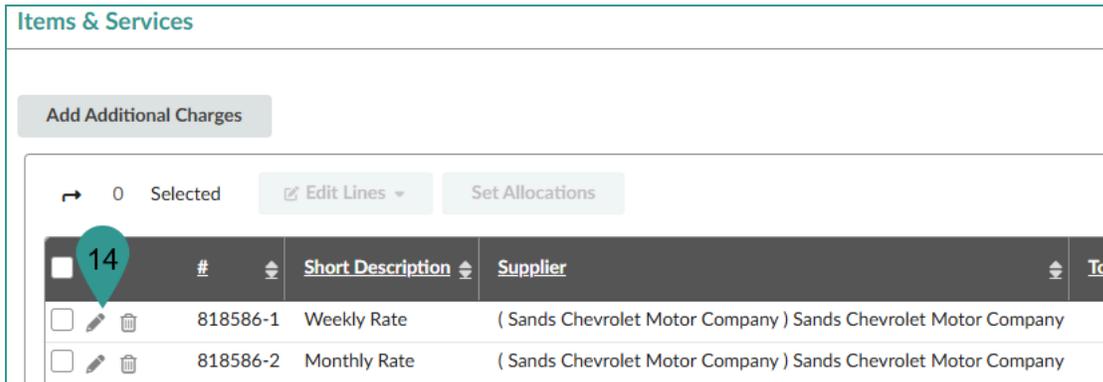
Bill To

Bill To*

State Procurement Office 1400 W Washington St Phoenix

13. Click **Save**.

14. Scroll to the **Items & Services** section and click the **Pencil**  icon to edit the item's Details.



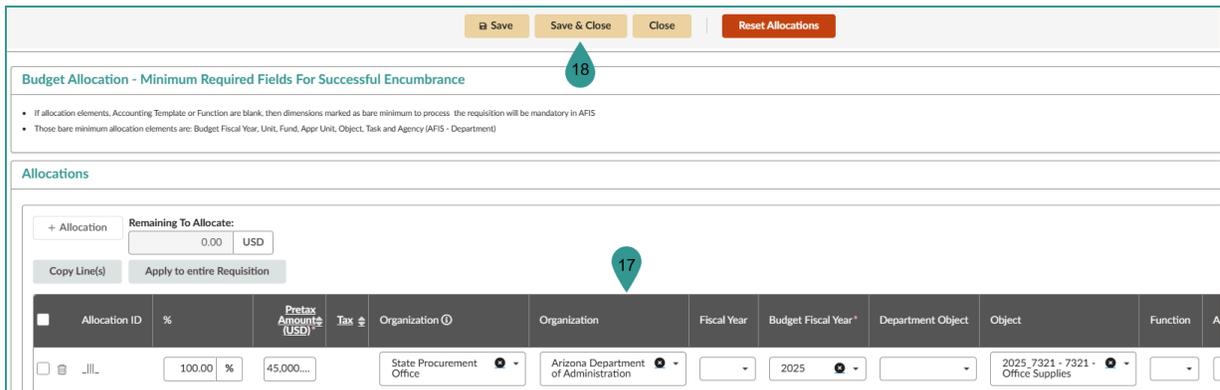
	#	Short Description	Supplier	To
<input type="checkbox"/>	818586-1	Weekly Rate	(Sands Chevrolet Motor Company) Sands Chevrolet Motor Company	
<input type="checkbox"/>	818586-2	Monthly Rate	(Sands Chevrolet Motor Company) Sands Chevrolet Motor Company	

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**.



Allocation ID	%	Pre-tax Amount (USD)	Tax %	Organization	Organization	Fiscal Year	Budget Fiscal Year	Department Object	Object	Function	A
...	100.00	45,000...		State Procurement Office	Arizona Department of Administration		2025		2025_7321 - 7321 - Office Supplies		

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>