

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. Navigate to the **Shop** drop-down menu and select **Search Products**.



3. From the Search Products Page, search or filter for items or services you are looking for using the search bar. Enter keywords in the search bar to locate items.

 Users can search by Commodity, Supplier, or Contract by using the **Advanced Search** option by clicking the filter icon .

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

<input type="checkbox"/>	Order	Commodity	Product Code	Supplier	Summary
<input checked="" type="checkbox"/>	10  Add to Cart	Masks or accessories	PC21-SurgMask-QKR	WIST OFFICE PRODUCTS	Surgical Mask (Day Delivery (CTR
<input checked="" type="checkbox"/>	10  Add to Cart	Masks or accessories	PC21-SurgMask-QKR	WIST OFFICE PRODUCTS	Surgical Mask (Delivery (CTR

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



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

9. Click **Go To Requisition**.

The screenshot shows a requisition creation interface. At the top, there are buttons for 'Back To Catalog', 'Go to Requisition' (highlighted with a blue circle and the number 9), and 'Submit Requisition'. Below this is a table with two rows of items:

Description	Ship to*	Delivery Date	Quantity*	Price
Surgical Mask (QKR) - Bulk Qty - 6-10 Day D... WIST OFFICE PRODUCTS	State Procurement Office 100 N 15th Ave. Phoenix	7/18/2023	10 PKG	39,900 USD
Surgical Mask (QKR) - Bulk Qty - 2-5 Day Del... WIST OFFICE PRODUCTS	State Procurement Office 100 N 15th Ave. Phoenix	7/18/2023	10 PKG	39,900 USD

At the bottom of the table, it says '2 Record(s)'. To the right, there is a sidebar with 'Requisition Details' (highlighted with a blue circle and the number 7). It includes fields for 'Organization*' (State Procurement Office), 'Ship to*' (State Procurement Office 100 N 15th Ave. Phoenix, highlighted with a blue circle and the number 8), and 'Program'.

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

The screenshot shows the 'Header' section of the requisition form. It includes the following fields:

- Requisition Status:** Draft
- Requisition Type*:** On-Contract
- Request Name*:** Masks for Lab 7/18/23
- Site*:** State Procurement Office
- Special Purchase Type:** (Empty dropdown)
- Fiscal Year*:** 2024 - State of Arizona

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

The screenshot shows the 'Ship to' and 'Bill to' dropdown menus. Both are set to 'State Procurement Office 100 N 15th Ave. Phoenix'. Below the 'Ship to' dropdown, the address is displayed:

State Procurement Office
100 N 15th Ave.
Suite 305
85007 Phoenix
Arizona
UNITED STATES

12. Click **Save**.

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

The screenshot shows the 'Items & Services' section. It includes a table with two rows of items:

#	Order Item Reference	Short Description
662843-1	CTR053227-PC21-2B	Surgical Mask (QKR)
662843-2	CTR053227-PC21-2A	Surgical Mask (QKR)

At the bottom of the table, it says '2 Record(s)'. A blue circle with the number 13 is placed over the pencil icon in the first row of the table.

14. Select a **Tax Rate**.

15. Select an **Order Supplier/Distributor** and **Supplier Contact** if one is not auto-populated.

- 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

- Click **Save & Close**.

The screenshot shows the 'Budget Allocation - Minimum Required Fields For Successful Encumbrance' section. At the top, there are buttons for 'Save', 'Save & Close', 'Close', and 'Reset Allocations'. Below this is a section titled 'Allocations' with a '+ Allocation' button and a 'Remaining To Allocate' field showing '0.00 USD'. There are also 'Copy Line(s)' and 'Apply to entire Requisition' buttons. A table below contains allocation data:

Allocation ID	%	Pretax Amount (USD)	Tax	Organization	Organization	Fiscal Year	Budget Fiscal Year*	Function
100.00	%	39.90		State Procurement Office	Arizona Department of Administration	2024	2024	SPO630 OP STAT PURCH

- Repeat steps 13-17 for all line items.
- 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-grgs-176>