# ARIZONA
PROCUREMENT PORTAL
QUICK REFERENCE GUIDE

Creating On-Contract Purchase (Punch-Out)

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 requistioners to create a requisition from a punch-Out catalog. A punch-out catalog is an external catalog maintained and controlled by the supplier. After the requisition has been created and submitted it will go through the approval workflow that has been defined for that requisioner's agency.

## Creating a Requisition from a Punch-Out Catalog

1. Log into APP
2. Navigate to the **Shop** drop-down menu and select **Search Punchouts**.
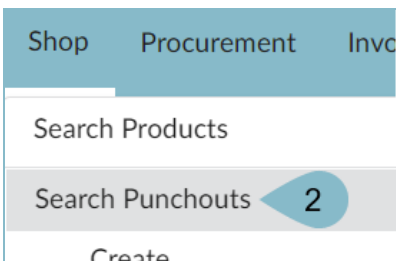
3. Filter for punch-out suppliers by clicking **Advanced Search** and checking the **PunchOut Only** box.
4. Click the **Shaded Cart** icon to the right of the page.
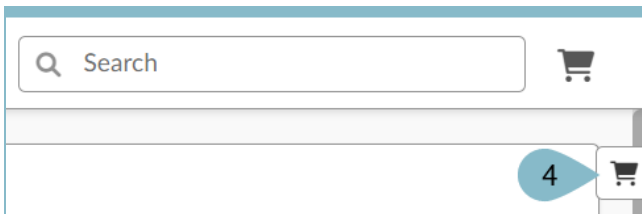
5. Confirm the dropdown reads **New Purchase Requisition**.
6. Click the **Double Arrows** to collapse the side menu.
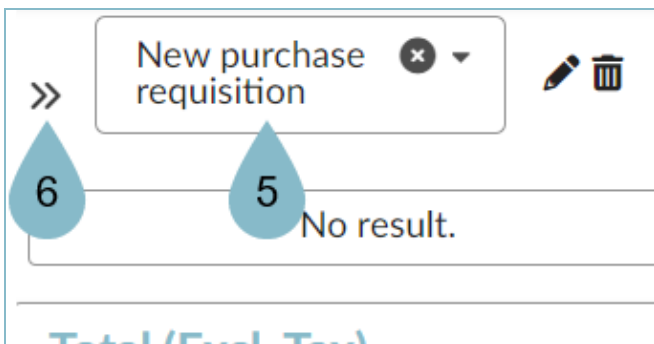
7. Use the search bar to enter the supplier name or scroll to find your desired supplier.

8. Click the **Cart/Globe** icon, and you will be redirected to the supplier's website.

	Order	Commodity ⬍	Product Code ⓘ ⬍	Supplier ⬍	Summary
☐	🖉 🛒 ↔ 🌐 **8**	Office Equipment and Accessories and Supplies	CTR064868-1	Office Depot Business Solutions LLC - ODP Business Solutions LLC	Office Supplies

1 Record(s)

📋 *Each supplier's catalog website may vary.*

9. Search for items on the supplier's website.
10. Add items to your cart.

📦 Contract Items

Office Depot® Brand Perforated Writing Pads, 8-1/2" x 11-3/4", Legal Ruled, 50 Sheets, White, Pack Of 12 Pads

Item #305466

★★★★★ (893)

♲ ECO

☐ Compare

$50.85/pack

632 Available

| − | 1 | + |

10 ▶ Add to Cart

Add To List

11. Checkout on the supplier's website.

Home / **Find Your Product**

The item listed below was added to your shopping cart.

Description	Your Price/unit	Qty.
Office Depot® Brand Perforated Writing Pads, 8-1/2" x 11-3/4", Legal Ruled, 50 Sheets, White, Pack Of 12 Pads Item # 305466 Entered Item # 305466 ECO Eco-conscious ⚠ Recycled content Ⓒ Contract Items	$50.85 /pack	1

Continue Shopping

11

SHOPPING CART   CHECK OUT

📋 *Each punchout website's checkout may look slightly different, but the functionality is the same.*

12. Complete the **Header** section including **Name**, **Site**, and **Fiscal Year**.
13. Verify **Punch Out** displays in the **Requision Type** field.

14. Complete the **Ship To** and **Bill To** dropdowns.
15. Click **Save**.

16. Click **OK** to reset Allocations.

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

18. Select a **Tax Rate**.
19. Select an **Order Supplier/Distributor** and **Supplier Contact** if one is not auto populated.
20. Expand the **Budget Information** field 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.

21. Click **Save & Close**.

22. Repeat steps 17-21 for all line items.
23. Click **Submit for Approval**.

Applying Freight Charges on a Punch-Out

1. Click the **Add Additional Charges** button on the Invoice.
2. Select **Freight fee** in the Commodity dop-down.
3. Complete the **Short Description**, **Quantity**, and **UP Excl. Tax** fields.
4. Click **Save & Close**.

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