

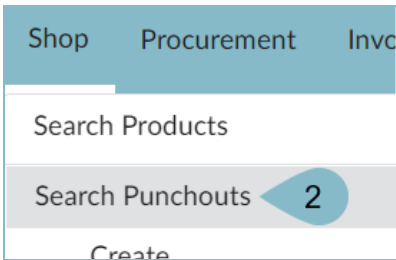
# Creating On-Contract Purchase (Punch-Out)



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](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

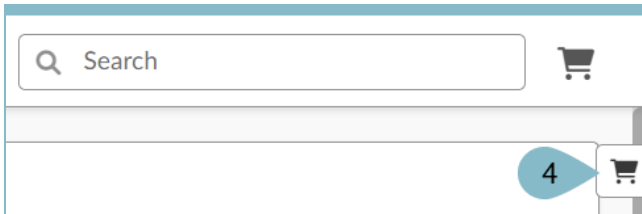
APP allows requisitioners to create a requisition from a punch-Out catalog. A punch-out catalog is an external catalog maintained and controlled by the supplier. After the requisition has been created and submitted it will go through the approval workflow that has been defined for that requisitioner's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

## Creating a Requisition from a Punch-Out Catalog

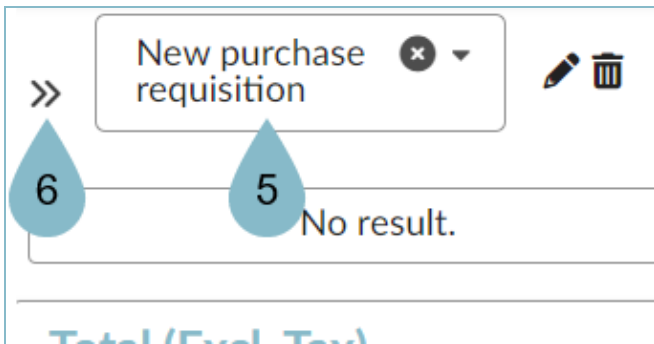
1. Log into APP
2. Navigate to the **Shop** drop-down menu and select **Search Punchouts**.



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
	Office Equipment and Accessories and Supplies	<a href="#">CTR064868-1</a>	<a href="#">Office Depot Business Solutions LLC - ODP Business Solutions LLC</a>	<a href="#">Office Supplies</a>
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)  


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.
 <p><b>Office Depot® Brand Perforated Writing Pads, 8-1/2" x 11-3/4", Legal Ruled, 50 Sheets, White, Pack Of 12 Pads</b>                      Item # 305466 Entered Item # 305466   Eco-conscious   Recycled content   Contract Items</p>	<b>\$50.85 /pack</b>	1

[Continue Shopping](#)

**11**

SHOPPING CART
CHECK OUT

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

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


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

- Click **OK** to reset Allocations.
- Scroll to the **Items & Services** section and click the **Pencil** icon to edit the item's Details.

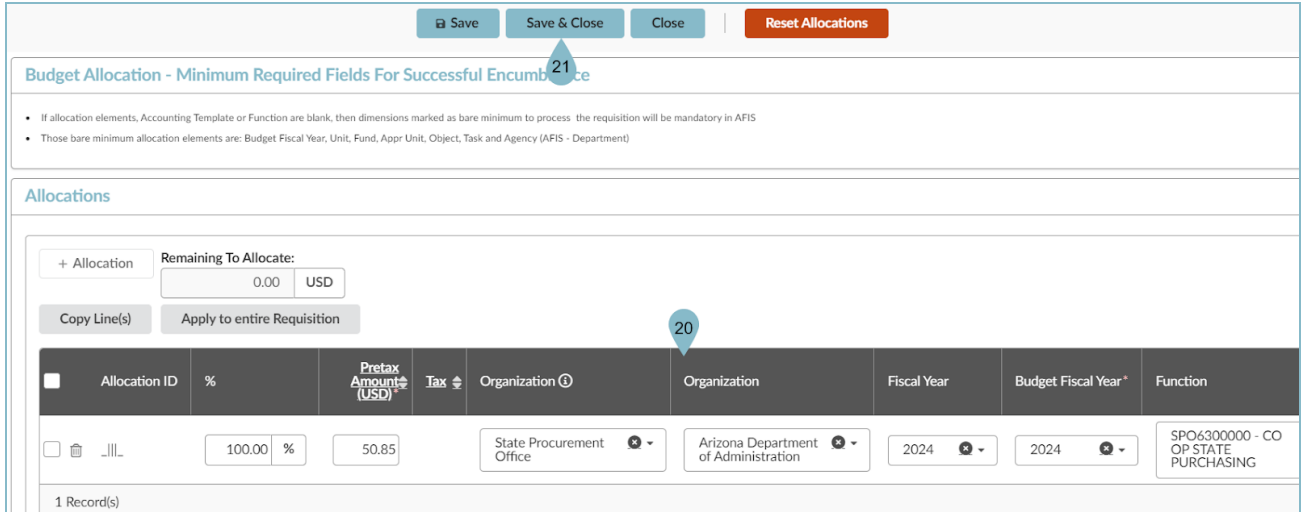
	#	Order Item Reference	Short De
<input type="checkbox"/>	662846-1	305466	Office De

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

- 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.

- Click **Save & Close**.



The screenshot shows the 'Budget Allocation - Minimum Required Fields For Successful Encumbrance' interface. At the top, there are buttons for 'Save', 'Save & Close', 'Close', and 'Reset Allocations'. Below this is a section titled 'Budget Allocation - Minimum Required Fields For Successful Encumbrance' with a callout '21' pointing to the 'Save & Close' button. This section contains two bullet points:
 

- If allocation elements, Accounting Template or Function are blank, then dimensions marked as bare minimum to process the requisition will be mandatory in AFIS
- Those bare minimum allocation elements are: Budget Fiscal Year, Unit, Fund, Appr Unit, Object, Task and Agency (AFIS - Department)

 Below this is the 'Allocations' section. It includes a '+ Allocation' button, a 'Remaining To Allocate' field with '0.00 USD', and 'Copy Line(s)' and 'Apply to entire Requisition' buttons. A table below shows one allocation record with a callout '20' pointing to the 'Organization' field. The table has the following columns: Allocation ID, %, Pretax Amount (USD), Tax, Organization (with a dropdown arrow), Organization, Fiscal Year, Budget Fiscal Year\*, and Function. The record shows:
 

Allocation ID	%	Pretax Amount (USD)	Tax	Organization	Organization	Fiscal Year	Budget Fiscal Year*	Function
	100.00 %	50.85		State Procurement Office	Arizona Department of Administration	2024	2024	SPO6300000 - CO OP STATE PURCHASING

 At the bottom of the table, it says '1 Record(s)'.

- Repeat steps 17-21 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>