

Creating On-Contract Purchases

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 or a Punch-Out catalog. A hosted catalog is an internal catalog maintained by the State and its agencies. A Punch-Out catalog is an external catalog maintained and controlled by the supplier. After both types of requisitions have been created and submitted they go through the approval workflow that has been defined for that requisitioner's agency.

Creating a Requisition from a Hosted Catalog

1. From any page in APP, navigate to the **Shop** drop-down menu and select **Search Products**.
2. From the Browse Items Page, search or filter for items or services you are looking for using the search field. Enter keywords in the search field to locate items. You can add multiple items by selecting multiple checkboxes.
3. Select the checkbox next to each desired item and adjust the quantity as needed.

<input type="checkbox"/> <input type="text" value="1"/> <input type="button" value="Add to Cart"/>	Events management	GOODYEAR TIRE & RUBBER CO CTR059573-3
<input type="checkbox"/> <input type="text" value="1"/> <input type="button" value="Add to Cart"/>	Accounting services	GOODYEAR TIRE & RUBBER CO CTR059573-2
<input type="checkbox"/> <input type="text" value="1"/> <input type="button" value="Add to Cart"/>	Accounting services	GOODYEAR TIRE & RUBBER CO CTR059573-1

4. Once all items are selected, click **Add to Cart**. Click **Checkout**.



Total (Excl. Tax)

75.0000 USD

Checkout

5. Fill in the Requisition Details including **Organization** and **Ship To Address** information.
6. Click **Go to Requisition**.
7. Fill in Header information including **Name**, **Site**, **Ship to**, and **Bill to**.
8. Click **Save**.
9. Scroll to the Items & Services section and click the **Pencil** icon to edit the item's budget information.
10. Select a **Tax Rate**.
11. Select a **Distributor** and **Supplier Contact** if one is not auto populated.
12. Please note that **Account Template** or **Function** are required fields for successful encumbrance. Expand the Budget Information field and enter **Budget Fiscal Year**, **Function** and **Object** fields.
13. Click **Save and Close**.
14. Repeat for each line item.
15. Click **Submit Requisition**

Creating a Requisition from a Punch-Out Catalog

1. From any page in APP, navigate to the **Shop** drop-down menu and select Search Punchouts.
2. Filter for punch-out suppliers by clicking Advanced Search and checking the **Punch Out Only** box. Use the search bar to enter the supplier name or scroll to find your desired supplier.
3. Click the **Shaded Cart**  icon to the right of the page.
4. Confirm the dropdown reads "**New Purchase Requisition**".
5. Click the **Double Arrows** to collapse the side menu.
6. Click the  icon, and you will be redirected to the supplier's website. Add your desired items to the cart.
***Note each supplier's catalog may vary.**
7. Search for items on the supplier's website.
8. Add items to your cart.
9. Click **Checkout**.
***Note: Each punch-out website's checkout may look slightly different, but the functionality is the same.**
10. Fill in Header information including **Site, Name, Ship to, and Bill to**.
11. Verify **Punchout** displays in the **Requisition Type** field.
12. Click **Save**.
13. Click **OK** to reset Allocations.
14. Select the **Pencil** icon next to the item you would like to edit.
15. Select a **Tax Rate**.
16. Complete the **Supplier Contact** and **Distributor** if one is not auto populated.
17. Please note that **Account Template** or **Function** are required fields for successful encumbrance. Expand the Budget Information field and enter **Budget Fiscal Year, Function** and **Object** fields.
18. Click **Save and Close**.
19. Repeat for each line item.
20. Click **Submit For Approval**.