

Creating a Contract from a Sourcing Project

This document is a quick reference guide for users wishing to create a contract from a sourcing project 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/>.

Once a Procurement Officer has awarded a solicitation, a contract can be created from the Synthesis left margin tab within the sourcing project.

Creating Contract from a Sourcing Project

1. Select **Sourcing Projects** from the Sourcing drop-down menu.
2. Search for the solicitation you wish to edit, then click the **Pencil** icon to open it.
3. Click the **Synthesis** left margin tab.
4. To begin the creation of a contract, click the **Create/Update a Contract** button in the Contract column.

Supplier	Lot / Round	Proposal	Decision	Award amount	Notification	Contract
RW&C	Lot : 1 / Round : 1	Proposal # 1-Reopened	Selected	60.0000 USD	Selected : to be notified	Create/Update a contract
1 Record(s)						

5. Enter the **Label** and **Type** of Contract on the Contract popup in the General Information section.



The Contract ID is system-assigned once you save your contract.

6. Next, select your **Contracting Agency**, **Agencies** and **Other Commodities** in the Scope of Application section.

Contract:

Save Save & Close Close

Proposal*

Supplier Confidential Documents(Proposal # 1-Reopened)

Existing contract
 New contract
 Document Visible to supplier

General Information

Label*

Treats for SPO en

Type*

Master Agreement

Supplier

RW&C Sourcing Project
Supplier Confidential Documents

Status

Draft Contract ID

Amendment #

Risk Assessment Required?

Scope of Application

Contracting Agency*

Arizona Department of Administration

Agencies

State of Arizona

Primary Commodity

50160000 - Chocolate and sugars and sweeteners and confectionary products

Other Commodities

50161511 - Chocolate or chocolate substitute

50161813 - Chocolate or chocolate substitute candy

50161500 - Chocolate and sugars and sweetening products

50160000 - Chocolate and sugars and sweeteners and confectionary

7. Verify **Documents**, **Team Members**, and **Items** checkboxes that will move forward into the contract. (Follow [SP 006](#)).
8. Once complete, click the **Save & Close** button.
9. A link to your contract is available within the sourcing project.

Supplier	Lot / Round	Proposal	Decision	Award amount	Notification	Contract
RW&C	Lot : 1 / Round : 1	Proposal # 1-Reopened	Selected	60.0000 USD	Selected : to be notified	[CTR066125] Treats for SPO Create/Update a contract

10. To complete the contract, click the **contract link** or search for your contract within the **Contracts** dropdown.

Resources

Click the link below for more information on the contract creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/source-contract-qrgs-176>