

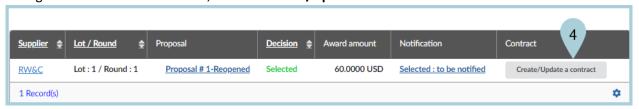
Creating a Contract from a Sourcing Project

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.

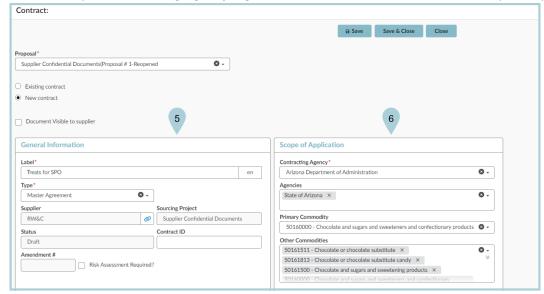


Enter the Label and Type of Contract on the Contract popup in the General Information section.



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.



- 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.



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