ARIZONA
PROCUREMENT PORTAL
QUICK REFERENCE GUIDE

Creating a Sourcing Project - Step 1

This document is a reference guide for procurement officers who need to create a sourcing event 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/.

Create Sourcing Project

1. Log into APP
2. Navigate to the **Sourcing** tab on the top teal navigation bar.
3. Select **Create Sourcing Project**.
4. Complete the following required fields marked with a red asterisk in the General Information section:
    a. **Label**
    b. **Sourcing Project Type**
    c. **Agency**
    d. **Commodity** field
5. Complete the following fields <u>not</u> marked with a red asterisk in the General Information section:
    a. **Procurement Officer**
    b. **Procurement Officer Email**
    c. **Procurement Officer Phone**
6. Review the following fields in the General Information section:
    a. **Is a Template** - should <u>not</u> be checked
    b. The **status** field displays **In progress**
    c. **This is an Emergency Purchase** checkbox- select when applicable
    d. The **creation Date** is defaulted to today

General Information

Code

☐ Is a template

Label *
Sourcing Project Test

Sourcing Project Type *
RFx

Status *
In progress

Agency *
Arizona Department of Administration

Division

Fiscal Year
2024

☐ This is an Emergency Purchase

Commodity *
50160000 - Chocolate and sugars and sweeteners and confectionary products

Creation Date *
📅 7/2/2023

Procurement Officer
Sullynna Mvula

Procurement Officer Email
smvula@noemail.com

Procurement Officer Phone
555-555-5555

7. Click **Save**.

Resources

Click the link below for more information on the Sourcing Project creation processes in APP:
https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/source-contract-qrgs-176