

Creating an Open Requisition

This document is a quick reference guide on open requisitions 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 users to create Open Requisitions. Open Requisitions allow requisitioners to generate multiple order 'releases' without having to recreate a new purchase requisition each time. The released amounts will create purchase orders (PO) that are sent to the supplier. **Funds are not encumbered until a PO is created.**

Creating an Open Requisition

1. Create a requisition.
2. Add requisition details and budget information.
3. On the requisition Header section check the **Open Requisition** checkbox.

Header

Requisition Status: Draft | Site*: K_12 Academic Standards

Requisition Type*: On-Contract | Special Purchase Type: [Empty]

Name*: Accounting Employee March | Fiscal Year*: 2022 - State of Arizona

Requester*: Req Trainer ADOA | Set aside spend

ID Type ⓘ: [Empty] | Open Requisition

File(s): | PO Multi Year Funding

4. Click **Save**.
5. Once complete, click **Submit for Approval**.
6. The requisition will go through the approval process.
7. Once approved, your requisition will have an **Approved** status. At this time users can create a release.

Duplicate | Close Open Requisition | Place Order

Header

Requisition Status: Approved | Site: K_12 Academic Standards

Requisition Type: On-Contract | Special Purchase Type: [Empty]

Creating a Release

1. Locate requisition.
2. To create a release (purchase order), click **Place Order**.

Buttons: Duplicate, Close Open Requisition, Place Order

Header

Requisition Status: Approved

Requisition Type: On-Contract

Site: K_12 Academic Standards

Special Purchase Type: [Empty]

3. On the popup, select the items you wish to include in your PO.
4. Update the quantity under the **Quantity To Be Released** column.
5. Click **Order Selected**.

Items selection

Buttons: Order selected, Order Selected And Close, Close

Fields marked by an asterisk * are mandatory
Expected date format: M/d/yyyy

Keywords: [Search] [Reset]

Status: [Dropdown] Organization: [Dropdown] Contract: [Dropdown]

Filters: Purchase Requisition: REQ000242920-Accounting Employee March Limit to my scope: [X]

Purchase Requisition	Requester	Name	Term	Initial Amount	Initial QTY	Quantity Released	Quantity To Be Released
<input checked="" type="checkbox"/>	Accounting Employee March	REQ TRAINER ADOA	Accounting Employee	5,000.00	100.00	0.00 Hour	50.0000 Hour

1 Result(s)

Note: The released amounts will create a PO that is sent to the supplier. Suppliers will only see information on the purchase order, not all approved quantities in the requisition. In addition, nothing is encumbered until the PO is sent to the supplier, meaning the full amount on the requisition is not encumbered.

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- A Purchase order will be created.
- The **Quantity Released** column will update with the quantity that has been ordered. The **Quantity To Be Released** column updates with the remaining quantity a user can order.

Items selection ✕

Order selected Order Selected And Close Close

✓ Data has been saved

1 One or more purchase orders have been created.

2 - Order PO0000195160 for supplier SUP0000036659 - Nickel and Dime Accounting **6**

3 The activity PO Notifications has been automatically validated

4 Validated successfully

Keywords Search Reset

Status Organization Contract

Filters Purchase Requisition : REQ000242920-Accounting Employee March Limit to my scope : ✓ ✕ **7**

Purchase Requisition	Requester	Name	Term	Initial Amount	Initial QTY	Quantity Released	Quantity To Be Released
<input type="checkbox"/>	Accounting Employee March	REQ TRAINER ADOA	Accounting Employee	5,000.00	100.00	60.00 Hour	40.0000 Hour

1 Result(s) ⚙

- Click the PO hyperlink to view the PO. Users will be able to create receipts as usual.

PO: PO0000195160 - Accounting Employee March-Nickel and Dime Accounting - Nickel and Dime Accounting (Ordered) ✕

Save & Close Close Save Close/Cancel PO Create Receipt Change Order Other Actions -

- Receipts
- Invoices
- Workflow

Header

Status: Ordered

Short Description: Accounting Employee March-Nickel and Dime Accounting

Supplier: Nickel and Dime Accounting [🔗](#)

Supplier Contact: BROWN John

Initial PR: REQ000242920-Accounting Employee March

Site: K_12 Academic Standards

Order Date: 3/4/2022

Fiscal Year:

Ship to

Receiving, Arizona Dep
1535 W. Jefferson St.
85007 Phoenix
Arizona
UNITED STATES

Deliver to

- To place additional orders, go back to the requisition and click the **Place Order** button.
- To close an open requisition, click the **Close Open Requisition** button.

Duplicate Close Open Requisition Place Order

Header

Requisition Status: Approved

Site: K_12 Academic Standards

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