





# ARIZONA

PROCUREMENT PORTAL

- 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.  
- Order PO0000195160 for supplier SUP0000036659 - Nickel and Dime Accounting 6  
1 The activity PO Notifications has been automatically validated  
1 Validated successfully

Keywords

Search    Reset

Status    Organization    Contract

Filters Purchase Requisition : REQ000242920-Accounting Employee March Limit to

Purchase Requisition	Requester	Name	Initial QTY	Quantity	Quantity To Be Released
Accounting Employee March	REQ TRAINER ADOA	Accounting Employee	5,000.00	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 (Ordered)

Purchase Order    Save    Close    Save    Close    Create Receipt    Change Order    Other Actions

Receipts    Invoices

Header

Status: Ordered

Short Description: Accounting Employee March

Supplier: Nickel and Dime Accounting

Accounting Employee March

Site: K\_12 Academic Standards

Order Date: 3/4/2022

Fiscal Year: 2022

Ship to: Receiving, Arizona Dept, 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

10    9

Header

Requisition Status: Ordered

Site: K\_12 Academic Standards