



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.

A screenshot of the 'Header' section of a requisition form. The form contains several fields: '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), and 'ID Type' (empty). There are also checkboxes for 'Set aside spend' and 'PO Multi Year Funding'. The 'Open Requisition' checkbox is highlighted with a blue box and is checked. A 'File(s)' section with a 'Click or Drag to add files' button is at the bottom.

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.

A screenshot of the 'Header' section of a requisition form after approval. The 'Requisition Status' is now 'Approved' and is highlighted with a blue box. Above the form, there are three buttons: 'Duplicate' (blue), 'Close Open Requisition' (red), and 'Place Order' (green). The 'Requester' field now shows 'Req Trainer ADOA'.

Creating a Release

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

Duplicate
Close Open Requisition
Place Order

Header

Requisition Status

Requisition Type

Site

Special Purchase Type

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 ✕

Order selected
Order Selected And Close
Close

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

Search
Reset

Status

Organization

Contract

Filters Purchase Requisition : REQ000242920-Accounting Employee March Limit to my scope : ☒ ☐

✓	Purchase Requisition	Requester	Name	Term	Initial Amount	Initial QTY	Quantity Released	Quantity To Be Released
✓	Accounting Employee March	REQ TRAINER ADOA	Accounting Employee		5,000.00	100.00	0.00 Hour	<div style="display: flex; align-items: center;"> <input style="width: 80px;" type="text" value="50.0000"/> <div style="margin-left: 5px;"> Hour <div style="border: 1px solid #ccc; padding: 0 5px;">⌵</div> </div> </div>

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 -
- Order PO0000195160 for supplier SUP000036659 - Nickel and Dime Accounting
2 The activity PO Notifications has been automatically validated
3 Validated successfully

Keywords
Search
Reset

Status
Organization
Contract

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

Purchase Requisition	Requester	Name	Term	Initial Amount	Initial QTY	Quantity Released	Quantity To Be Released
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

Purchase Order
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