ARIZONA
P R O C U R E M E N T   P O R T A L

Creating and Open Requisition

This document is a quick reference guide on creating 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 users 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. Log into APP
2. Create a requisition.
3. Complete the requisition required fields.
4. On the requisition **Header** section, check the **Open Requisition** checkbox.
5. Click **Save**.

6. Complete all line items details and budget information.
7. Once you are complete adding all your requisition details, click **Submit for Approval**.
8. The requisition will go through the approval process.
9. Once approved, your requisition will have an **Approved** status. At this time users can create an order release.

Creating an Order Release

1. Log into APP
2. Navigate to the **Procurement** drop-down menu and select **Browse Requisitions**.
3. Search for the requisition you would like to locate and create and order release for.
4. Click the Pencil [✎] to open the requisition.
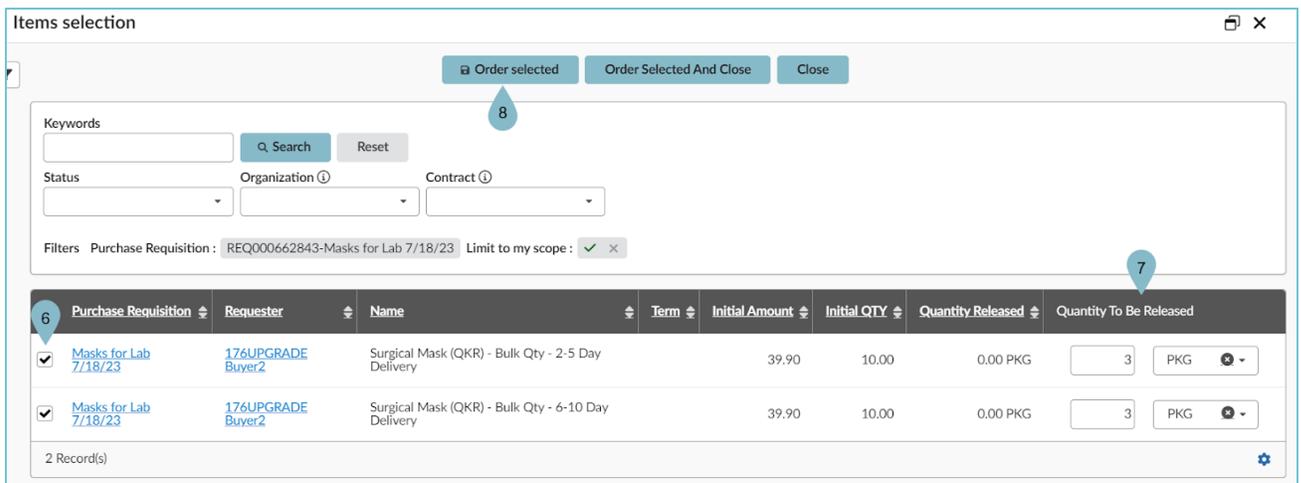5. To create a release (Purchase Order), click **Place Order**.
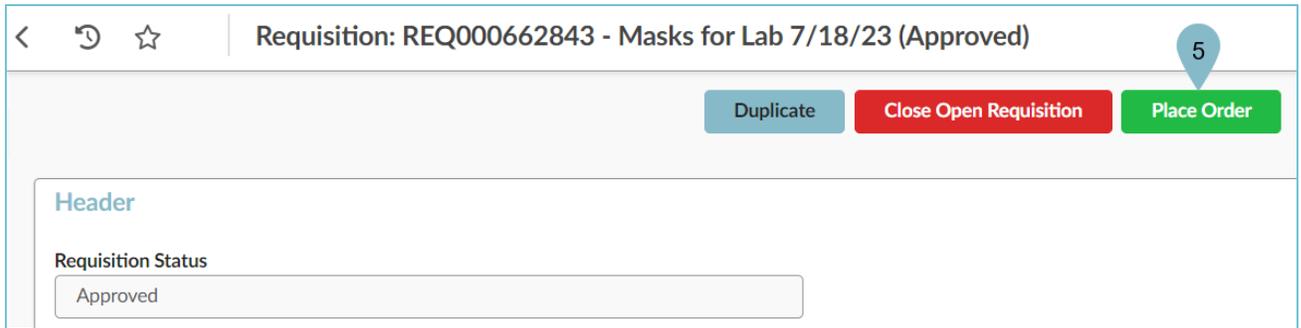
6. On the popup, select the items you wish to include in your PO by selecting the checkbox next to the item.
7. Update the quantity you wish to order under the **Quantity To Be Released** column.

> *Users can release items by quantity or dollar amount.*

8. Click **Order Selected**.

> *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 when approved.*

9. A Purchase Order will be created.

10. 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.
11. Click the **PO hyperlink** to view the PO. Users will be able to create receipts as usual.

12. To place additional orders from the same requisition, repeat the steps above.
13. To close an open requisition, click the **Close Open Requisition** button.

Resources

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