

## 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](mailto: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**.

Save Submit for Approval Reset Allocations Other Actions

**Header**

Requisition Status: Draft

Requisition Type: On-Contract

Request Name: Masks for Lab 7/18/23

Requester: 176Upgrade Buyer2

ID Type

File(s): Click or Drag to add files

Site: State Procurement Office

Special Purchase Type

Fiscal Year: 2024 - State of Arizona

Set aside spend

Open Requisition

PO Multi Year Funding

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.

Save Close Save & Close Close Open Requisition Place Order

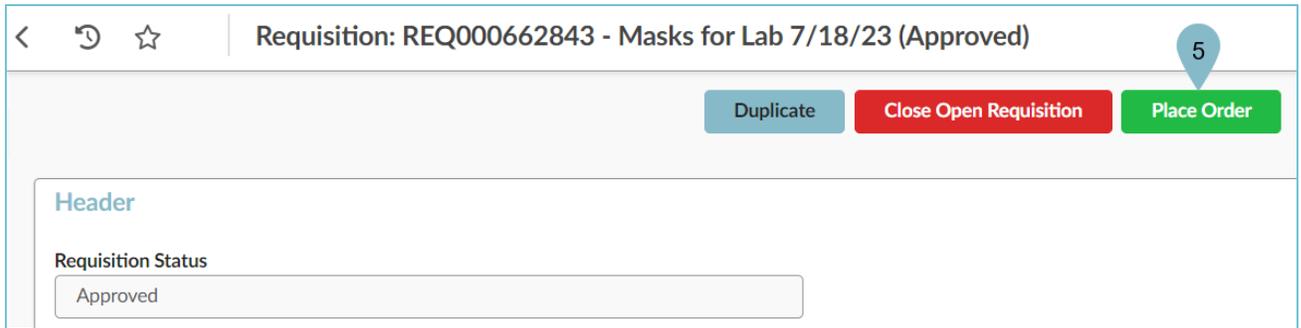
**Header**

Requisition Status: Approved

Requisition Type: On-Contract

## 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**.



Requisition: REQ000662843 - Masks for Lab 7/18/23 (Approved)

Duplicate Close Open Requisition Place Order

**Header**

Requisition Status

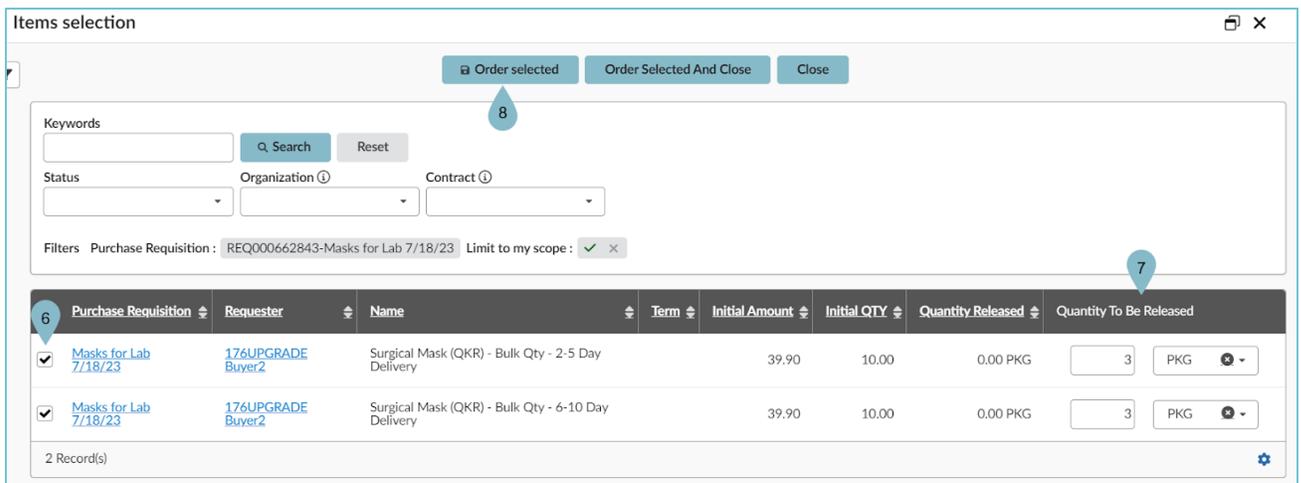
Approved

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**.



Items selection

Order selected Order Selected And Close Close

Keywords

Search Reset

Status Organization Contract

Filters Purchase Requisition: REQ000662843-Masks for Lab 7/18/23 Limit to my scope:  x

6	Purchase Requisition	Requester	Name	Term	Initial Amount	Initial QTY	Quantity Released	Quantity To Be Released
<input checked="" type="checkbox"/>	Masks for Lab 7/18/23	176UPGRADE Buyer2	Surgical Mask (QKR) - Bulk Qty - 2-5 Day Delivery		39.90	10.00	0.00 PKG	3 PKG
<input checked="" type="checkbox"/>	Masks for Lab 7/18/23	176UPGRADE Buyer2	Surgical Mask (QKR) - Bulk Qty - 6-10 Day Delivery		39.90	10.00	0.00 PKG	3 PKG

2 Record(s)



*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.

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

Items selection

Order selected    Order Selected And Close    Close

✓ Data has been saved  
 ① One or more purchase orders have been created :  
 - Order PO0000559095 for supplier IV0000002685 - WIST OFFICE PRODUCTS 11  
 ① The activity PO Notifications has been automatically validated  
 ① Validated successfully

Keywords

Status  Organization  Contract

Filters Purchase Requisition: REQ000662843-Masks for Lab 7/18/23 Limit to my scope:

Purchase Requisition	Requester	Name	Term	Initial Amount	Initial QTY	Quantity Released	Quantity To Be Released
<input type="checkbox"/> <a href="#">Masks for Lab 7/18/23</a>	<a href="#">176UPGRADE Buyer2</a>	Surgical Mask (QKR) - Bulk Qty - 2-5 Day Delivery		39.90	10.00	5.00 PKG	<input type="text" value="5.0000"/> PKG

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

Duplicate    **Close Open Requisition**    Place Order

Header

Requisition Status

## 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-grgs-176>