

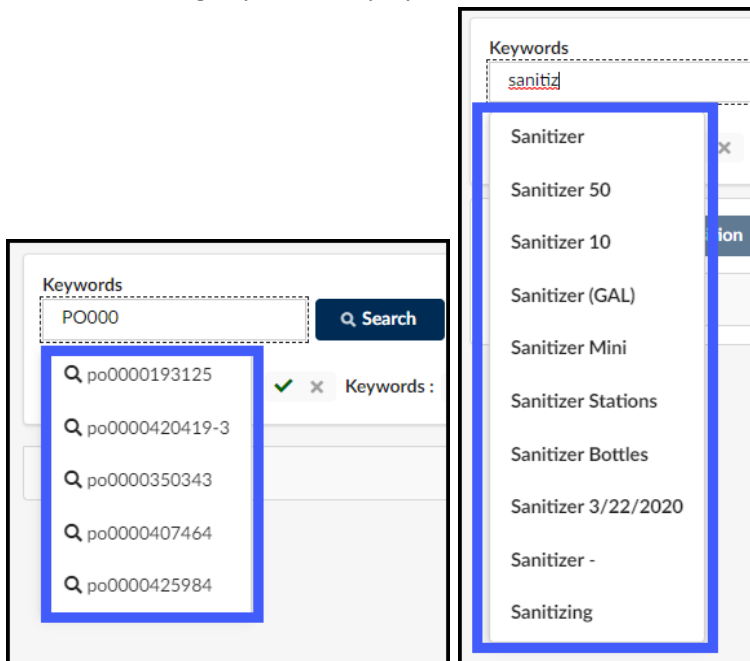
Dynamic Search Function in APP

This document is a quick-reference guide for searching by keyword 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/>.

Searching in APP is optimized, allowing for more precise matching results, with a shortened wait time. Users will enter their search criteria into the search field (requisition, purchase order, contract) and the top results display the most relevant search result.

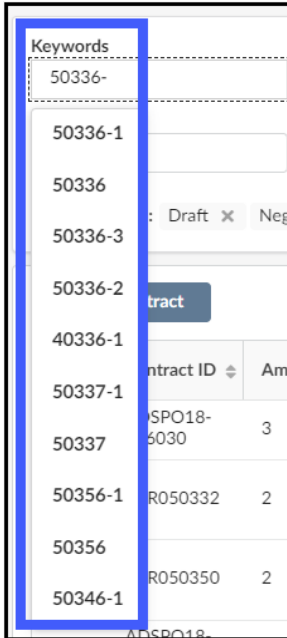
Searching in APP

1. Navigate to the applicable **Keyword** search field.
2. Fill in the search criteria (keyword or number).
3. A list of matching keywords displays within seconds, with **the most relevant search results at the top of the list**.



4. To continue, select the applicable result.

- When searching for an item with an amendment, or the most recent version, include a dash (-) at the end of your keyword to narrow your search.



Note: When searching for a deleted item/record, you must use the advanced search function.