

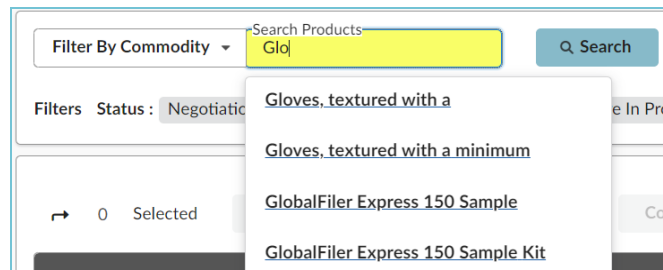
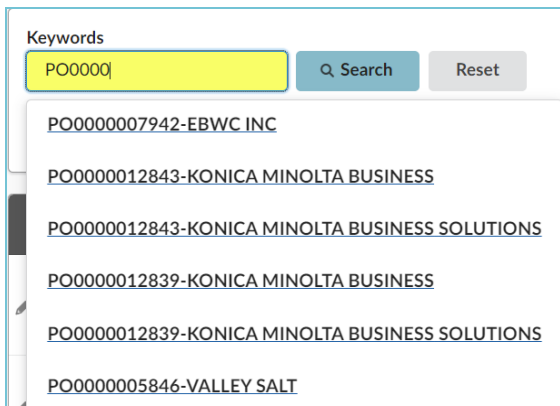
Dynamic Search Function in APP

This document is a quick reference guide for searching by keywords 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 enter their search criteria into the search field (requisition, purchase order, contract), and the top results display the most relevant search results.

Searching in APP

1. Log into app.az.gov
2. Navigate to the applicable **Keyword** search field.
3. Enter the search criteria (Keyword, Requisition/PO/Contract/Receipt/Invoice Number, etc.).
4. A list of matching keywords displays within seconds, with the most relevant search results at the top of the list.



5. Select the applicable result.
6. Click **Search** or press **Enter** on your keyboard.



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.



You must use the Advanced Search function for a deleted item/record.

Downloading Search Results

1. Right-click on any column header.
2. Select Download in Excel format to download search results.

Requester	Created on	Requisition #	Name	Req. Amount	Amount	Ordered	Received	Invoiced
Mvula Sullynna	10/31/2023	REQ000699831	Req. 10/31/2023		00 USD			
Mvula Sullynna	10/24/2023	REQ000699823	Test		05 USD			
Mvula Sullynna	10/5/2023	REQ000699784	Req. 10/5/2023					
Mvula Sullynna	10/5/2023	REQ000699783	Req. 10/5/2023		7 USD			



The results are downloaded to an Excel workbook.

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/quick-reference-guides-176>