

Enabling Punchouts for End Users

This document is a quick reference guide for contract managers who will create new or amend an existing Punchout contract 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/>.

When creating a new or amending an existing Punchout contract, it is essential to follow the steps below. Failure to do so results in the punchout not being enabled for end users.

Enabling Punchout

1. While in the contract, Navigate to the **Price List** tab
2. Locate the contract line item and click the **pencil** icon.

Commodity	Product Code	Name	Product Reference	Price	Currency	UOM	Validity Start Date	Validity End Date	Tag	Availability
Office supplies	Wist	Wist - Punchout		0.0000	USD	Each	4/1/2020	12/31/2023	Wist - Punchout	
Office Equipment and Accessories and Supplies	CTR048421	Office Products		0.0000	USD	Each	4/1/2020	12/31/2023	Wist - Punchout	

3. Scroll down to the Item Price Sheet(s) section and click the **pencil** icon for the line item in bold.

Name	Supplier	Negotiated Price	Currency	UOM	Validity Start Date	Validity End Date	Status	Supplier Reference No.
Wist - Punchout	WIST OFFICE PRODUCTS		USD United States dollar	Each	4/1/2020	12/22/2022	Approved	Wist
Wist - Punchout	WIST OFFICE PRODUCTS		USD United States dollar	Each	4/1/2020	12/31/2023	Approved	Wist

4. On the Create/Modify price pop-up, click the Item Tag dropdown and select **Punch-Out Enabled**.
5. In the Punchout field, select the applicable Punchout supplier.
6. Click **Save & Close**.

Create/ Modify price

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6

Save Save & Close Close

Item tag
Punch-Out Enabled x

Item description

Supplier Reference No. ⓘ
Wist

Name*
Wist - Punchout

Supplier*
WIST OFFICE PRODUCTS x

Supplier Contact
+ 5

Punchout
WIST x

Contract
CTR048421 - Office Supplies & Services Amendment #2 x

Effective Date
4/1/2020

To (include)
12/31/2023

Link to Item Catalog

7. If this is a new contract, complete the creation process and send it for approval.
8. If this is an existing contract, click Send Contract for Approval.