ARIZONA
PROCUREMENT PORTAL
QUICK REFERENCE GUIDE

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, click the **Price List** left margin tab.
2. Locate the contract line item and click the **pencil** icon.
3. On the Item pop-up, scroll down to the **Item Price Sheet(s)** section and click the **pencil** icon for the line item in <u>bold</u>.
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**.

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**.

Resources

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