

## Finalizing a Sourcing Project

This document is a quick reference guide for users who will finalize a sourcing project 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/>.

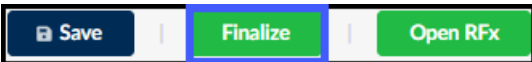
Once a Procurement Officer has awarded a sourcing project award and created a contract they will go back into the sourcing project, and finalize/close the sourcing project.

### Finalizing a Sourcing Project

1. Select **Sourcing Projects** from the Sourcing drop-down menu.
2. Search for the solicitation you wish to edit and then click the **Pencil** icon to open it.
3. Ensure Procurement File is uploaded according to [SP 006](#).
4. Navigate to the **Prepare Rfx** tab.
5. Click **Finalize Award** at the top of the page.



6. Next, click **Approve**. (When applicable)
7. Once the page refreshes, click **Finalize**.



8. On the pop-up click **Ok**. This ensures the **RFx Awarded** checkbox is checked in the Public Portal.
9. Next, click **Save**.
10. Your sourcing project has now been finalized and updated on the Public Portal.

Code	Label	Commodity	Agency	Begin (UTC-7)	End (UTC-7)	Status	RFx Awarded
BPM002533	Sweet Treats JSJ 7.21.2020	Chocolate and sugars and sweeteners and confectionary products	Arizona Department of Administration	7/21/2020 12:00:00 AM	7/22/2020 7:00:00 AM	In Evaluation	<input checked="" type="checkbox"/>

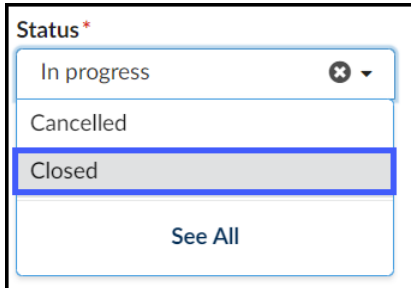
1 Result(s)

Note: You **must** verify the sourcing project is visible on the public portal before continuing to the steps below. If the sourcing project is not visible, contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov) or your APP Agency Lead for troubleshooting.

## Closing a Sourcing Project

Verify your sourcing project is available on the public portal, then follow the steps below to close your solicitation.

1. Navigate to the **Setup Project** tab.
2. Change the Status of the sourcing project to **Closed**.



A screenshot of a web form showing a dropdown menu for 'Status'. The menu is open, displaying three options: 'In progress', 'Cancelled', and 'Closed'. The 'Closed' option is highlighted with a blue background. Below the menu is a 'See All' button.

Status *
In progress
Cancelled
Closed
See All

3. Click **Save**.