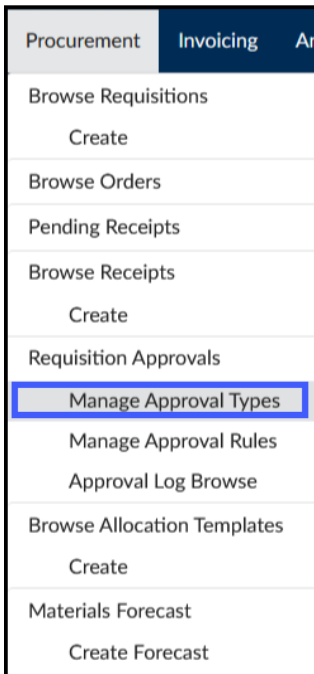


Managing Existing Approval Types

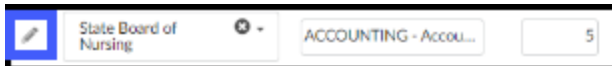
This document is a quick reference guide for Agency Administrators to manage previously created approval types in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

Managing Existing Approval Rules

1. Log into APP as an **Agency Administrator**.
2. Navigate to **Manage Approval Types** from the **Procurement** tab.



3. Locate the existing approval rule for the approval type you wish to modify.
4. Click the **pencil** icon to open the Edit Approval Rules menu.



- Complete the appropriate approval type information, including all mandatory fields identified by a red asterisk (*).

ARIZONA Suppliers Sourcing Contracts Shop Procurement Invoicing Analytics Admin Config Integration Settings

Manage Approval Types

Save Browse Approval Rules

Fields marked by an asterisk * are mandatory

Keywords Search

Agency

Approval Type

Status

6	7	8	9	10
Agency*	Approval Type*	Type Order*	Status*	Approval Type ID
Arizona Department of Education	Accounting	30	Valid	328

- Agency** - Determines the agency for the approval type.
- Approval Type** - Identifies what type of approval rule is used within the agency, i.e. Procurement, Finance, Division, Authority Level, etc.
- Type Order** - Determines the type order triggered, i.e. trigger type order 10 for Procurement, trigger type order 20 for Senior Procurement, etc.
Note: Type Order takes precedence over Rule Order, i.e., Type Order 1- Rule Order 1
- Status** - Used to toggle Approval Rules On/Off.
Note: Use cautiously, this will NOT automatically update for requisitions already in progress.
- Approval Type ID** - Only populates once you click Save.
- Once all required fields are complete, click **Save**.
- Click **OK** to confirm a New Approval Type to be edited.