

Ordering from Arizona Correctional Industries

This document is a quick reference guide on how to process orders to Arizona Correctional Industries (ACI) 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/>.

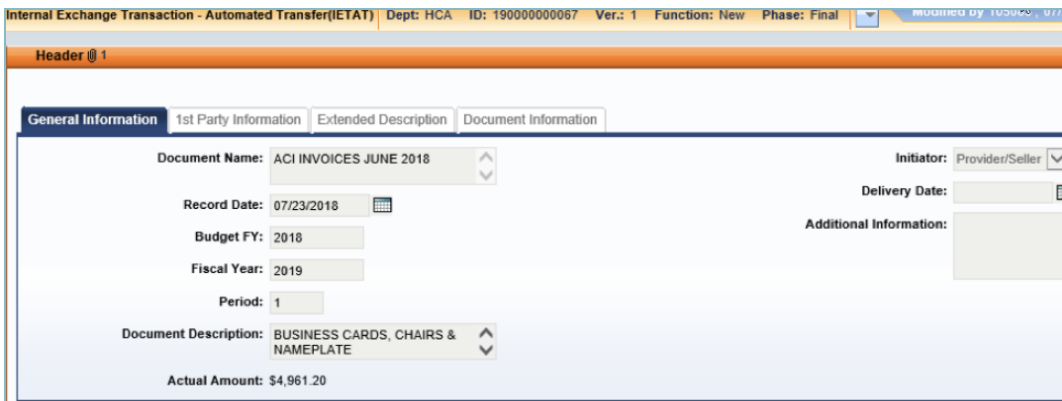
Placing orders with ACI through APP must follow a different process than orders placed with other suppliers. Orders placed with ACI must be paid via a transfer document in AFIS – no warrants should be generated to complete payments to ACI. Therefore no invoice payment documents should ever be created for ACI in APP.

Creating a Requisition for ACI

1. Log into APP
2. Create a standard requisition (on or off contract) for ACI (IV0000018185, State of Arizona).
3. Complete all requisition required fields.
4. Once you are complete adding all your requisition details, click **Submit for Approval**.
5. Once approved, your requisition will have an **Approved** status.
6. **DO NOT CREATE A RECEIPT**
7. Once the order is complete, click the **Close/Cancel PO** button (located at the top of the screen) to close out the PO in APP and liquidate the encumbrance in AFIS.



8. Accounts Payable or appropriate Budget Personnel (please follow your agency’s processes for interagency transfers) will use the IETAT document (Internal Exchange Transaction-Automated Transfer) in AFIS to pay ACI for the goods or services provided. (Note: AFIS screenshot below for Reference)



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/procure-pay-grgs-176>