ARIZONA PROCUREMENT PORTAL

QUICK REFERENCE GUIDE

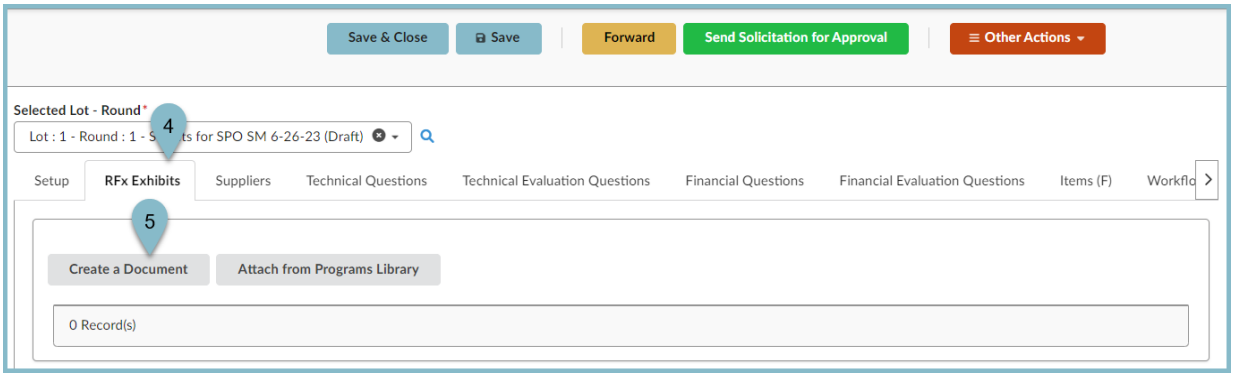
Prepare RFx / RFx Exhibits Tab

This document is a quick reference guide for users wishing to upload RFx exhibits 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/.

The RFx exhibits tab is used to upload documents that will be part of your solicitation. Suppliers have access to these documents. Internal documents should not be uploaded on this tab. Documents uploaded on the RFx Exhibits tab will be available on the public portal IMMEDIATELY once out of draft status.

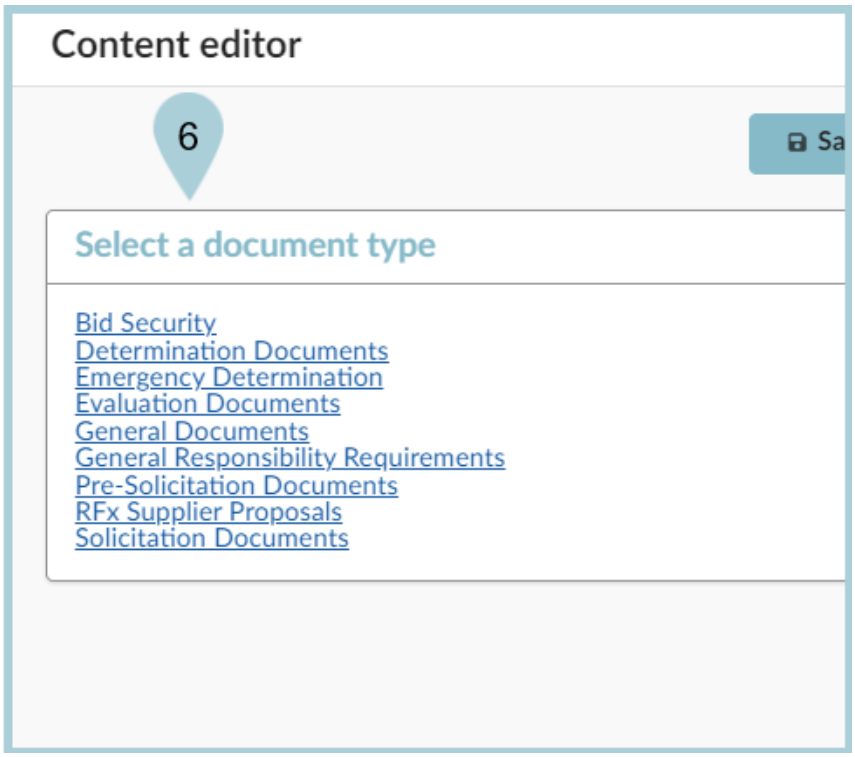
Uploading RFx Exhibits

1. From any page in APP, select **Sourcing Projects** from the Sourcing drop-down menu.
2. Search for the solicitation you wish to edit, then click the **Pencil** icon to open it.
3. Navigate to the **Prepare RFx** tab in the left margin.
4. Click on the **RFx Exhibits** tab.
5. On the RFx Exhibits tab, click **Create a Document**.



You can also click **Attach from Programs Library** if you would like to attach a document that you previously uploaded on the Setup Documents tab).

6. Select the applicable document type link within the Select a document type section on the Content editor pop-up.



7. The selected document type pop-up displays. Enter the **Title** of the document.
8. Select the document's Status.

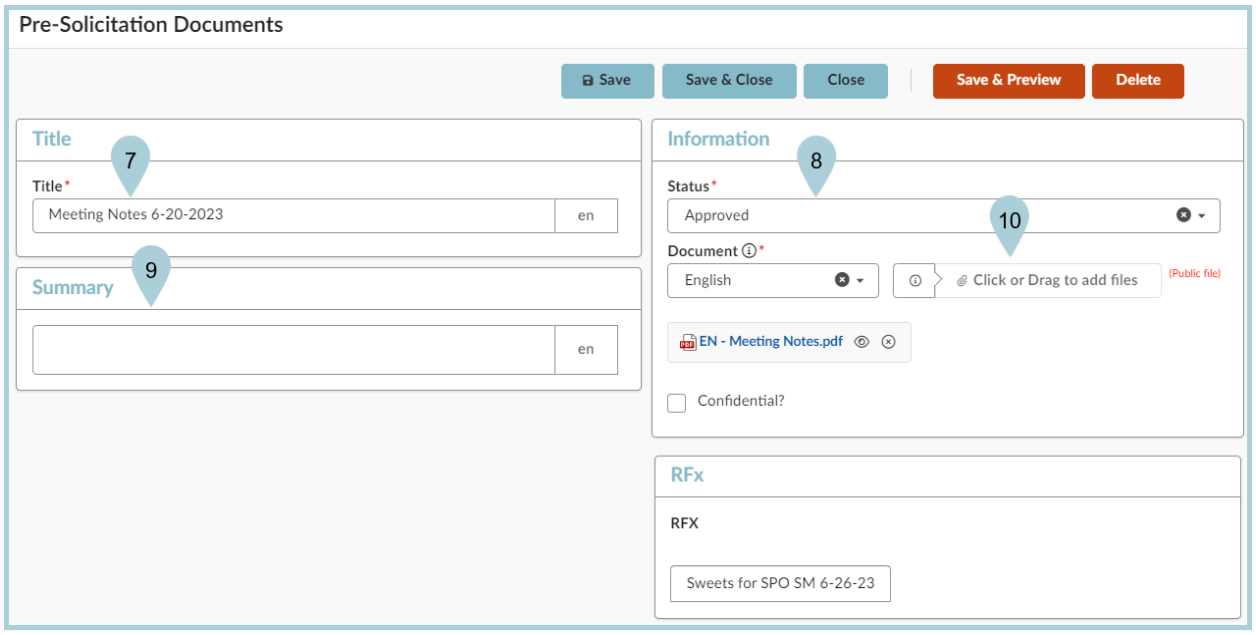
Typically, you should select **Approved** unless the document needs to be reviewed by another member of your solicitation team.

9. Users can also enter a document description in the **Summary** field (Optional).

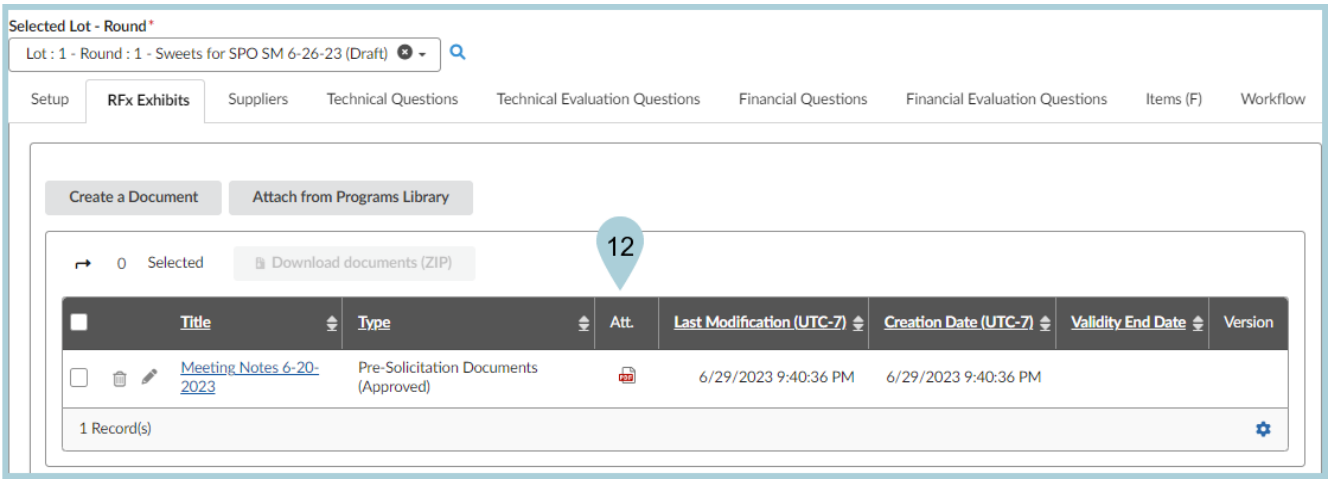
Information entered into the Summary field is not visible to suppliers.

10. Attach the project document using the **Click or Drag to add files** button.

Multiple files can be added.



11. Once Complete click **Save & Close**.
12. The attached document now displays in the RFx Exhibits table.



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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