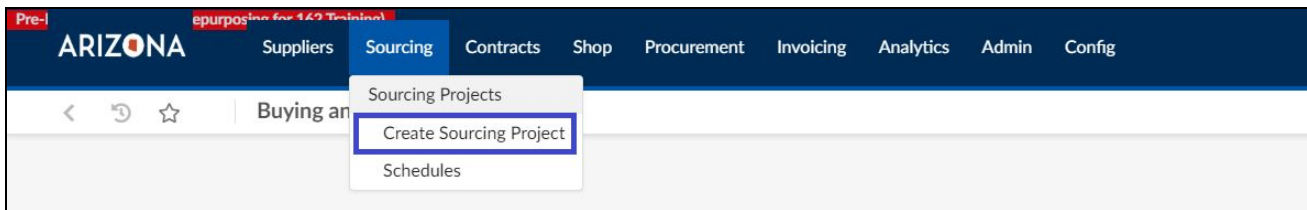


Creating a Sourcing Project (Step 1)

This document is a reference guide for procurement officers who need to create a sourcing event 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/>.

Create Sourcing Project

1. Login to app.az.gov.
2. Navigate to the **Sourcing** tab on the top blue ribbon of the screen
 - a. Select **Create Sourcing Project**



3. Complete the following required fields marked with a **red asterisk** in the General Information window:

- a. **Label**
- b. **Sourcing Project Type**
- c. **Agency**
- d. **Commodity field**

4. **Complete** the other following fields in the General Information window:

- a. **Procurement Officer**
- b. **Procurement Officer Email**
- c. **Procurement Officer Phone**

5. **Review** the following fields in the General Information window:

- a. **'Is a template'** is **not** checked
- b. **Status field** reads **'In Progress'**
- c. **Creation date**

6. Then, click **Save** at the top of the screen.

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