

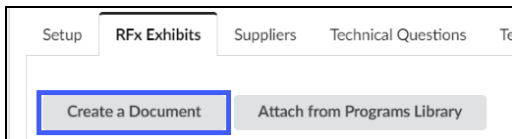
## Prepare RFX / RFX Exhibits Tab

This document is a quick reference guide for users who need 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](mailto: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 will 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.

### 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 and then click the Pencil icon to open it.
3. Navigate to the **Prepare RFX** tab on the left hand side.
4. Click on the **RFX Exhibits** tab.
5. On the RFX Exhibits tab, click **Create a Document**. (*Note: 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. On the pop up, select the appropriate **document type** (e.g., Bid Security, Determination Documents, Emergency Determination, Evaluation Documents, General Documents, General Responsibility Requirements, Pre-Solicitation Documents, RFX Supplier Proposals, Solicitation Documents)
7. Enter the **Title** of the document and select the document's Status (typically you should select **Approved** unless the document needs to be reviewed by another member of your solicitation team).
8. Users can also enter a description of the document in the **Summary** field (Optional).  
*Note: Information entered into the Summary field is not visible by suppliers.*
9. Attach the project document using the **Click or Drag to add files** button.  
*Note: Multiple files can be added.*
10. Once Complete click **Save & Close**.

The screenshot shows the 'Solicitation Documents' form. At the top, there are buttons for 'Save', 'Save & Close', 'Close', 'Save & Preview', and 'Delete'. Below these is a message: 'Fields marked by an asterisk \* are mandatory'. The form has three main sections: 'Title' (with a 'Title\*' field and a language dropdown set to 'en'), 'Summary' (with a 'Summary' field and a language dropdown set to 'en'), and 'Information' (with a 'Status\*' dropdown set to 'Approved', a 'Document' field with a language dropdown set to 'English', and a 'Click or Drag to add files' button with a 'Public tab' label). A 'Confidential?' checkbox is at the bottom. Numbered callouts 7, 8, and 9 point to the Title, Summary, and Document upload fields respectively.

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