

Posting to the Public Portal

Creating a Public Contract

1. Navigate to the **Contract Record** that is to be made public
2. On the **Contract Header** tab, click the **Public Contract** checkbox under the additional information section at the bottom of the page.

Additional Information ▾

Co-Op Contract Designation :	yes ▾	Co-Op % :	50.00
Not to Exceed Amount :	<input type="text"/>		
ProcureAZ Contract Consumed Amount :	<input type="text"/>		
DBE Goal :	<input type="text"/>		
Set-Aside :	<input type="checkbox"/>		
APC Exempt :	<input type="checkbox"/>		
Public Contract :	<input checked="" type="checkbox"/> 1		
Standard Contract Type :	<input type="checkbox"/>		

Notes :

Note: Clicking this Box makes the Contract public immediately. **It should not be checked until the Contract is finalized.** However, the checkbox will be read only until the contract is in signed status.

3. The following information is made public when a Contract is posted to the Public Portal
 - Contract Header Information (Label, Description, Agency, Commodity, etc.)
 - Line Items
 - Documents

Note: **Confidential Document Types** will not be posted to the Public Portal. See the Posting Confidential Documents QRG to learn more about storing confidential documents in APP.