

Creating a Contract from a Sourcing Project

This document is a quick reference guide for users who will create a contract from a sourcing project 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/>.

Once a Procurement Officer has awarded a solicitation, they will create a contract from the Synthesis tab within the sourcing project.

Creating Contract from a Sourcing Project

1. 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 **Synthesis** tab.
4. To begin the creation of a contract, click the **Create/Update a Contract** button.

Create/Update a contract

5. On the Popup, enter the **Label**, **Type of Contract**, and **Contracting Agency** in the General Information section.
Note: Do not enter a Contract ID, this will be system assigned once you save your contract.
6. Next, select your **Commodities** and **Agencies** in the Scope of Application section.
*Note: Select **State of Arizona** from the Agencies dropdown if creating a Statewide contract.*

General Information	Scope of Application
<p>Contract ID</p> <p>Label *</p> <p>Sweet Treats for State of AZ en</p> <p>Type *</p> <p>Master Agreement</p> <p>Contracting Agency *</p> <p>Arizona Department of Administration</p> <p>Supplier</p> <p>State of AZ Training Supplier 4</p> <p>Sourcing Project</p> <p>Sweet Treats JSJ 3/22/2021</p>	<p>Commodities</p> <p>50160000 - Chocolate and sugars and sweeteners and confectionary products x</p> <p>Agencies</p> <p>State of Arizona x</p>

7. Next, verify **Documents**, **Team Members**, and **Items** checkboxes that will move forward into the contract. (Follow [SP 006](#))
8. Once complete, click the **Save & Close** button.

Save & Close

9. The pop up will close, and a link to your contract will be available within the sourcing project. To complete the contract, click the link or search for your contract within the Contracts dropdown.

State of AZ Training Supplier 4 Lot : 1 / Round : 1 Proposal # 1 Selected 43.0000 USD Selected : to be notified [CTR049486] Chocolates fo... Create/Update a contract