

Contract Approval

This document is a quick reference guide for users who will send a contract for approval in order for a contract to be active 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 the Procurement Officer has provided general information, identified contacts, established dates and renewals, detailed negotiated terms, uploaded signed supporting documents, confirmed the prices lists, and listed any Distributors or Subcontractors, the contract is complete and is ready to be submitted for approval.

Contract Approval/Running

1. Select **Browse Contracts** from the Contracts drop-down menu.
2. Search for the draft contract you wish to edit and then click the Pencil icon to open it.
3. Review contract for completeness, including uploading all signed documents to your contract.
4. Click the **Send Contract for Approval** button.

Send Contract for Approval

Note: Once a Procurement Officer submits a contract for review, the Contract workflow is engaged in the system. The workflow has been designed to automatically route the contract through the appropriate approval workflow based on the agency of the user who created the contract.

5. Once your contract has been approved click the **Signed** button

Signed

6. The contract is now signed and running.

< ↻ ☆ Contract: CTR049477 - Chocolates for State of ADOA - (Running)

Save & Close Save Mark Contract as Private

Overview	Contract Header	General Information
Header	Contract ID CTR049477	Type Master Agreement
Hierarchy	Amendment Reasons Update items	Status Signed
Contacts		
Negotiated Terms		
Price list		