

## Reviewing a Contract

*This document is a quick-reference guide for procurement users who would need to review contracts or contract amendments in the Arizona Procurement Portal (APP). If you have any questions or need assistance, please reach out to your change agent. 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/>*

Once a procurement user submits a contract or contract amendment for review, the Contract workflow is engaged in the system. This 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. Procurement users can see the status of this workflow at any time by navigating to the Workflow tab of the contract.

### Reviewing a Contract

1. From the **My Pending Validations** window on the APP homepage, click on the contract you wish to review. Please note that whenever you need to review a contract you will receive an email notification as well as a pending validation task in APP.
2. The contract details are displayed. Review the information across the **Overview, Header, Contacts, Dates and Renewals, Negotiated Terms, Exhibits, and Price Lists** tabs.
3. Click the **Reject** or **Approve** button. Please note that if you reject a contract, you will be prompted to enter in the reason why it was rejected. If you reject a contract, your comments will be emailed to the Procurement Officer who created the contract and then they can make the necessary changes and resubmit the contract for approval. Once a contract has received the necessary approvals, it will go through the signature process. Please refer to the Signing Contracts QRG for details.



**Note:** APP will automatically determine if a Procurement Manager and/or CPO is required to approve a contract.