![Arizona Department of Administration logo]

Replacing Documents in the RFx Exhibits Tab

This document is a quick reference guide for users wishing to replace existing documents in the RFx Exhibits tab 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/.

When the solicitation amendment modifies the Solicitation Requirements or Instructions, the document must be replaced in APP. For the process of creating a new round, refer to the Solicitation Amendment - Creating New Rounds QRG.

Replace Documents

1. In the RFx solicitation amendment round, revise the document title.
2. Click the **Pencil** icon to open the solicitation document.
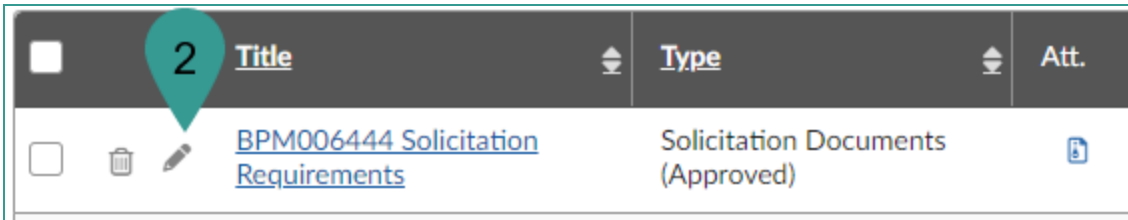
3. Click the **Title** field and rename the document.
4. Delete the previous version of the document.
5. Click to upload the amended document.
6. Click **Save & Close**.
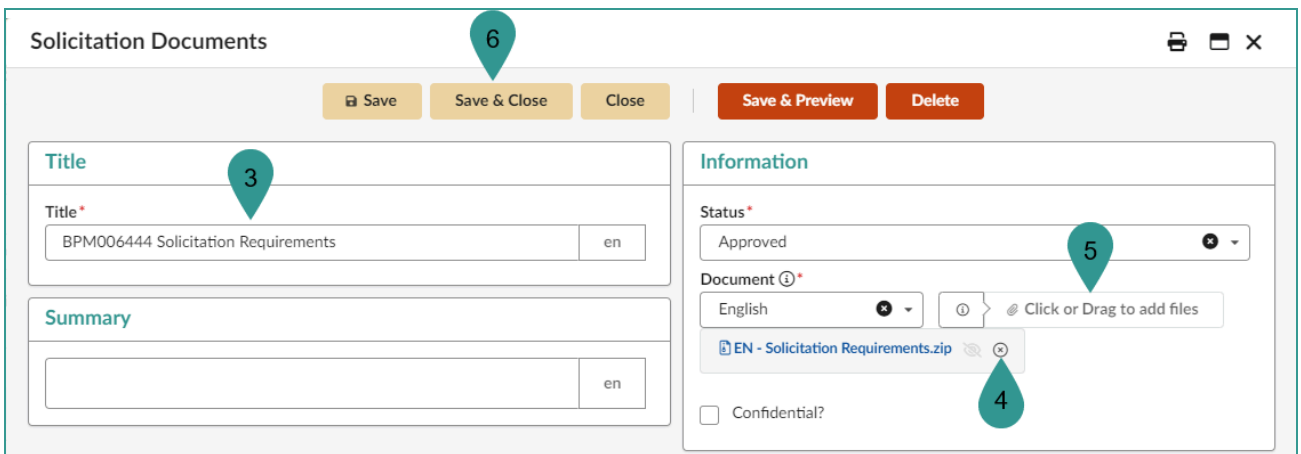
7. The document line position remains unchanged, and the new title and attachment are displayed.

☐	Title	⇕	Type	⇕	Att.
☐ 🗑 ✏️	BPM006444 Solicitation Requirements per Amendment 1		Solicitation Documents (Approved)		📄

Resources

Click the link below for more information on sourcing processes in APP:

https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides