ARIZONA
P R O C U R E M E N T   P O R T A L
QUICK REFERENCE GUIDE

Shopping List

This document is a quick reference guide for creating a shopping list 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/.
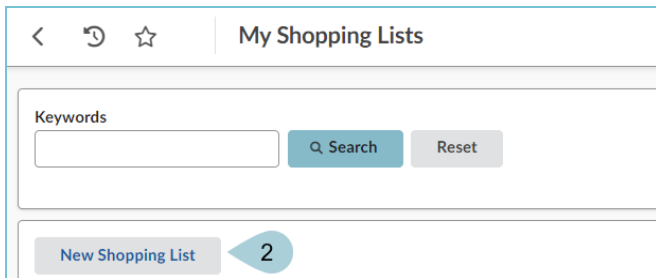
A shopping list can be created in APP, allowing for easy creation of requisitions. Once the list is created, items can be added or deleted.
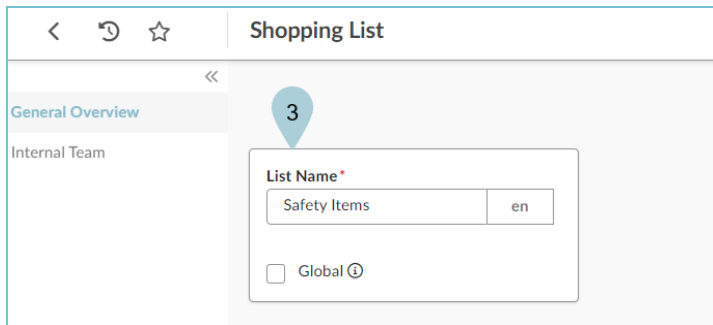
Creating a Shopping List

1. From the Shop header tab, select **My Shopping Lists**.
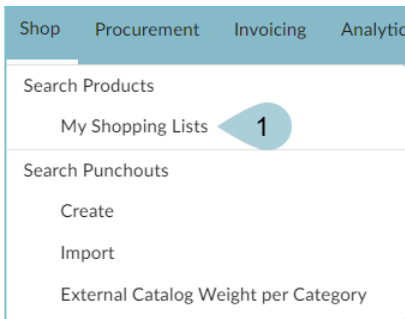
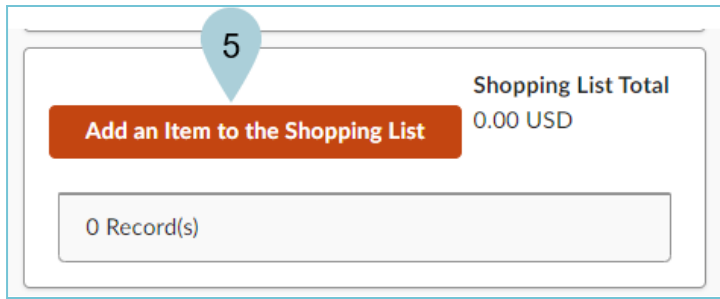2. Once on the My Shopping Lists page, click **New Shopping List**.

3. Name your shopping list in the List Name field in the General Overview left margin tab.

4. Click **Save**.

5. Click the **Add an Item to the Shopping List** button to add items to your list.


6. Locate your item(s) on the Search Products pop-up.

Use a keyword in the Search Products field or the Advanced Search icon ▼ for efficiency.

7. Click the **checkbox** and choose the **quantity** amount next to the desired item.

Multiple selections can be made at one time. The total items selected displays at the top of the table as confirmation.

8. Click the **Add to the Shopping List** button.
9. Once all items have been selected, click **Close**.
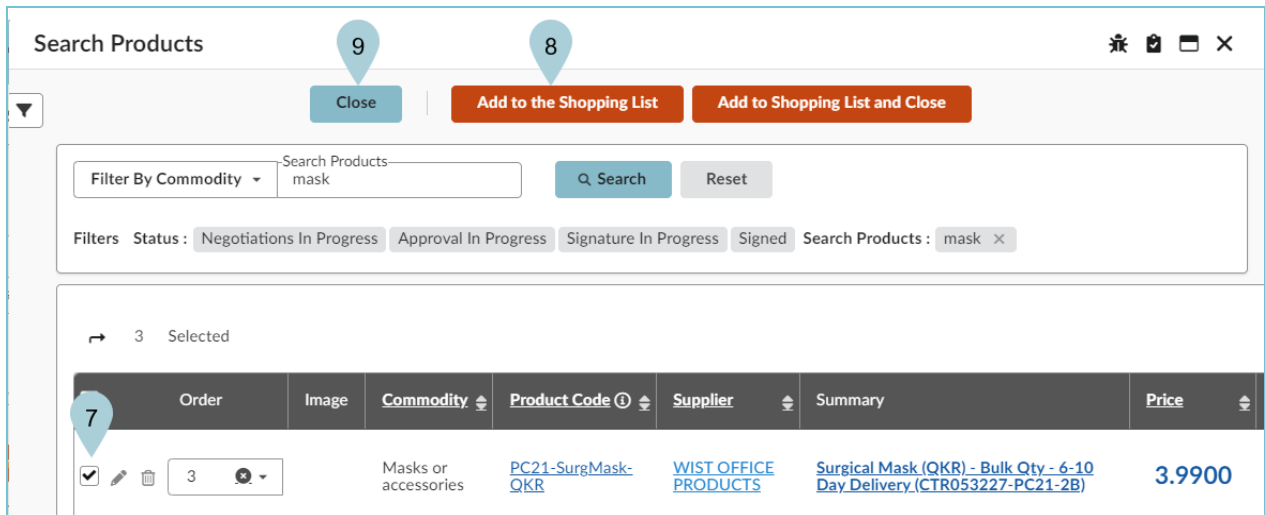
10. The Shopping List table lists the selected item(s).

11. Use the trash can icon 🗑 to delete an item, or click the **Add an Item to the Shopping List** button to add more.

12. Click **Save**.

13. Open the **Internal Team** left margin tab.
14. Use the **Select user(s)** field to add other team members who will have access to this shopping list.
15. Assign each member a profile under the **Profile** column.
16. Once all members have been added and assigned a profile, click **Save**.
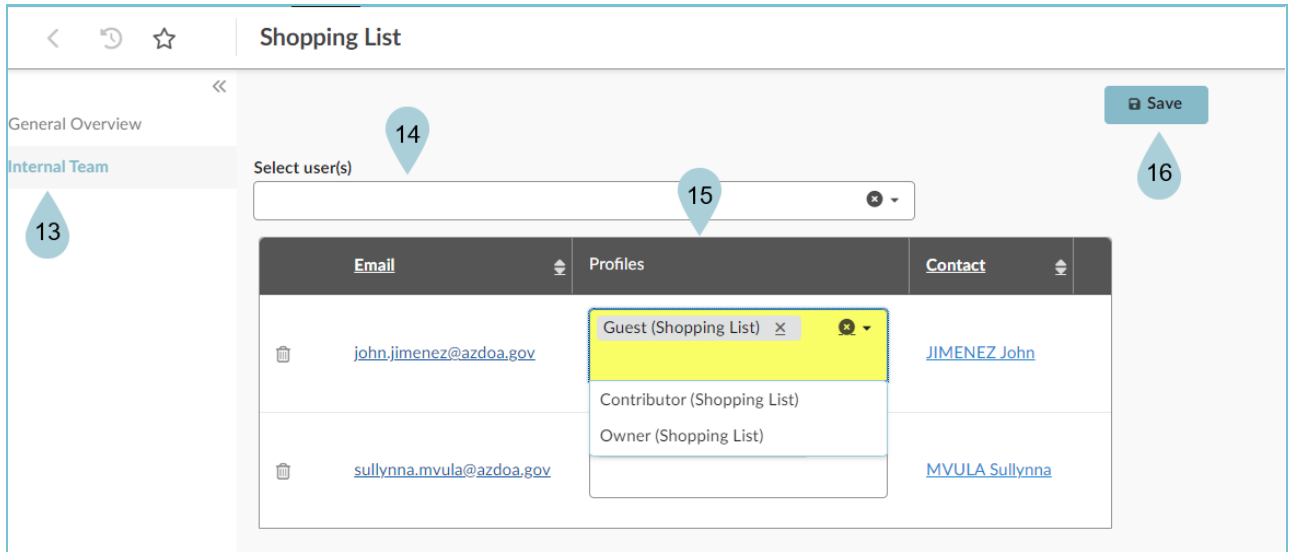
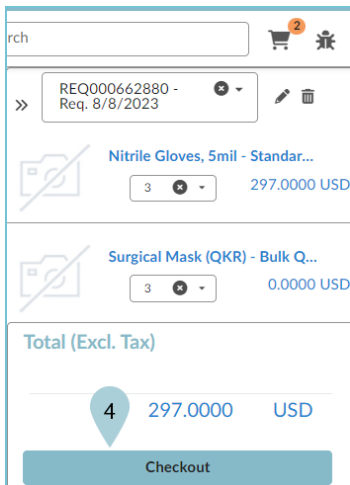| Shopping List Profile Roles	
Profile	**Function**
Owner	● Views, creates, edits/modifies list
Contributor	● Views, creates, edits/modifies list
Guest	● Views list/deletes list

Using Your Shopping List

1. From the Shop header tab, select **My Shopping Lists**.
2. Locate your list, and click the **Use Shopping List** button.

Each time you click the Use Shopping List button, the list items are added to your shopping cart. Verify you only click one time to prevent duplicate items. However, if duplicate list items are desired, click multiple times.

3. The item(s) displays in the shopping cart.
4. Click the **Checkout button**.

5. Review the shopping cart information.

6. Complete the **Organization**, and **Ship** to fields.
7. Click the **Go to Requisition** button.

8. Complete the requisition process.

Resources

Click the link below for more information on the requisition creation processes in APP:
https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/procure-pay-qrgs-176