

Solicitation Amendment/Creating New Lots

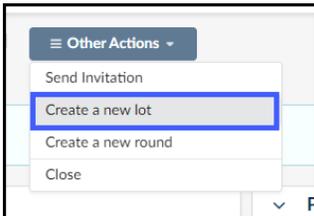
This document is a quick reference guide for procurement users wishing to create a new lot for their sourcing project in the Arizona Procurement Portal (APP). If you have any questions or need assistance, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

After a solicitation has been created and prepared, there may be times when a new lot needs to be created. A new lot is created when parallel sourcing projects have the same requirements but require different offers and evaluations (i.e., trying to build parks in multiple cities).

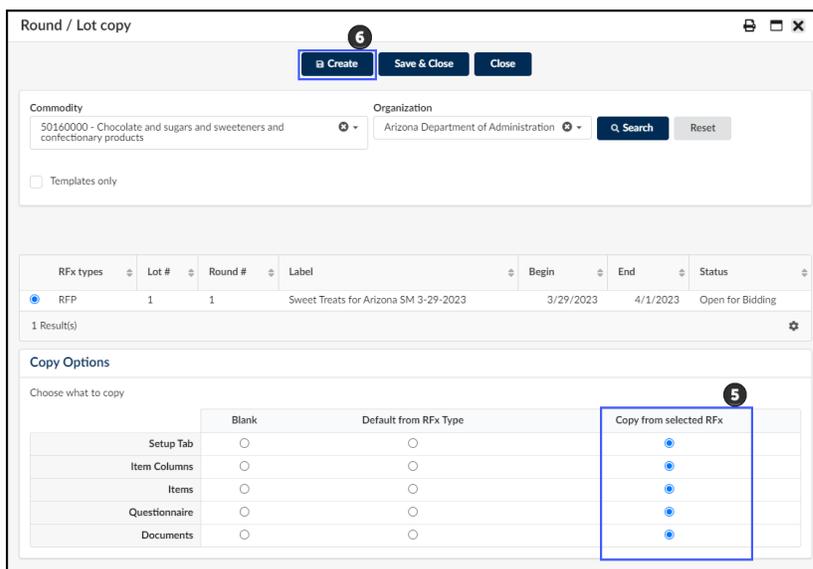
Note: Issuing a new lot triggers the solicitation approval workflow.

Solicitation Amendment/Creating a New Lot

1. From any page in APP, select **Sourcing Projects** from the **Sourcing** drop-down menu.
2. Search for the solicitation in which the new lot will be created and click the **Pencil** icon to open.
3. Navigate to the **Prepare RFX** tab.
4. Click the **Other Actions** button and select **Create a new lot**.



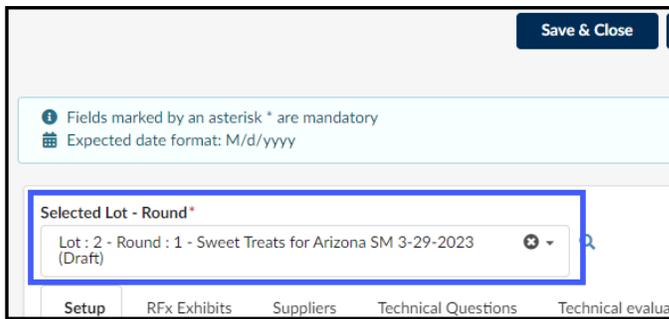
5. Confirm the tabs to be duplicated.
6. Click Create.



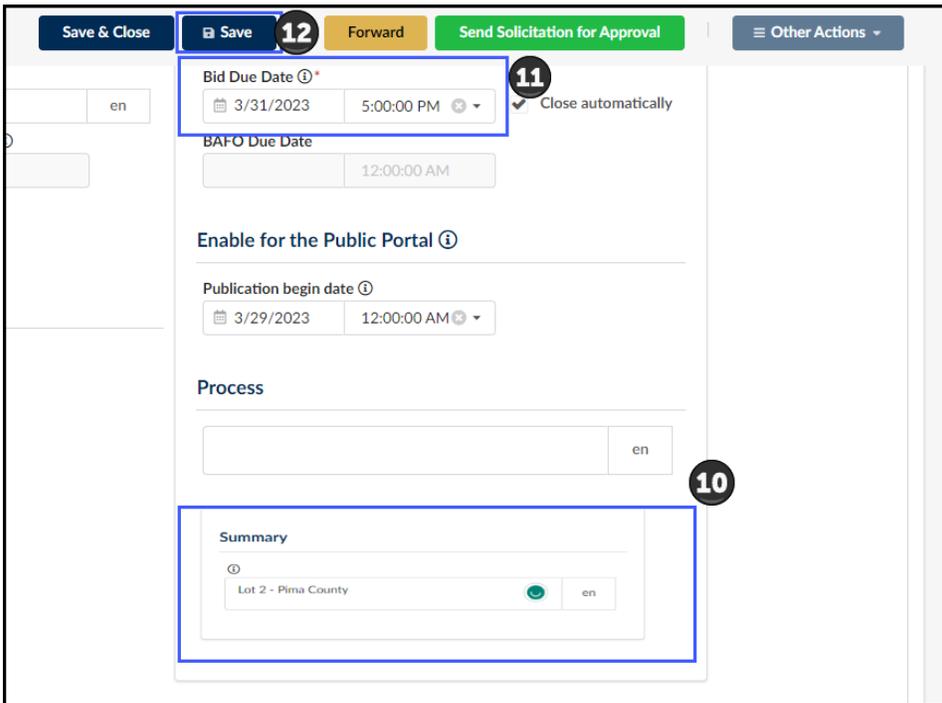
- Review the information on the Warning pop-up.
- Click **Continue**.



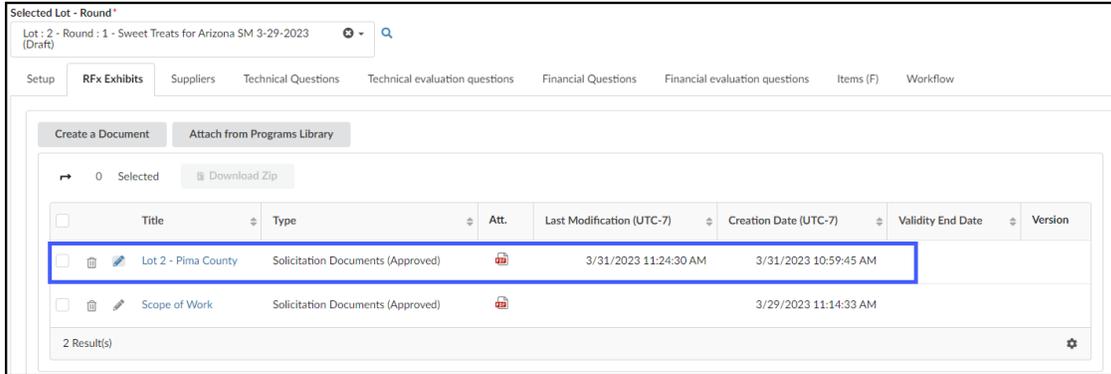
- The new Lot displays.



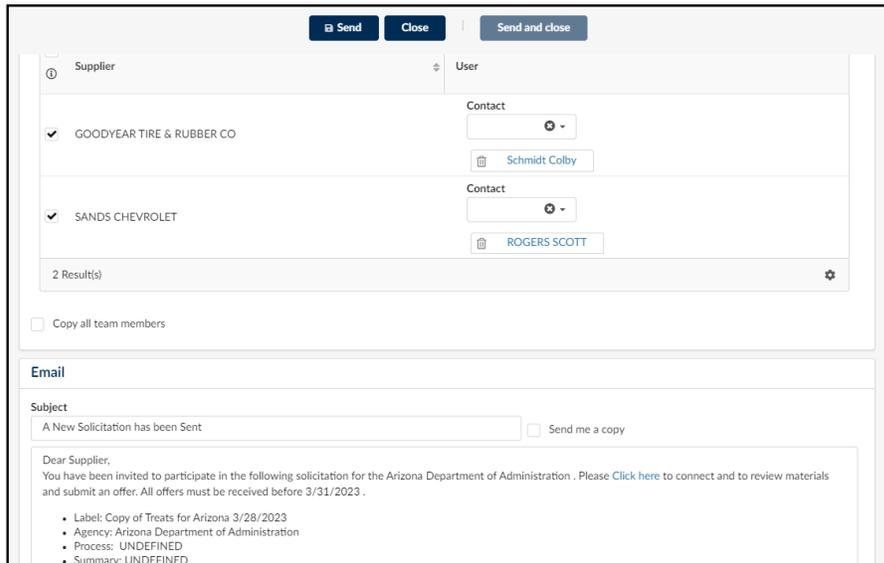
- Enter the reason for the new lot in the **Summary** field.
- Update the bid dates when applicable.
- Click **Save**.



13. Click on the **RFx Exhibits** header and upload any new documents.



14. Click on the **Suppliers** Header and select all suppliers in the newly created Lots most recent round. Add any additional suppliers when applicable.
15. Continue to make changes to the solicitation as necessary to capture the details of the new lot.
16. Once the new lot is updated, click the **Send Solicitation for Approval** button.
17. Click **Send**.
18. Confirm the suppliers for the new lot and update the email message.



19. Click **Send and Close**.
20. Click **Ok** twice.

*Note: View previous lots using the **Selected Lot - Round** drop-down in the Prepare RFx tab.*

