

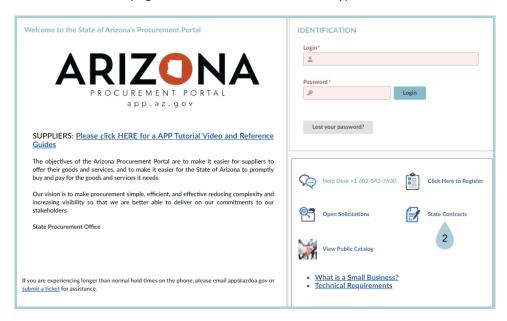
## Viewing Public Contracts in the Public Portal

This document is a quick reference guide for Suppliers or the Public who need to view public solicitations 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/

Public Contracts can be viewed by anyone by accessing the APP homepage. Details of these items can be viewed by looking into individual records. In addition suppliers can register for events from this public page. If you believe the records you are searching for are not public record, please submit a request through the <u>ADOA Website</u>.

## **Viewing Public Contracts**

- 1. Navigate to the Arizona Procurement Portal (APP)
- 2. From the APP Home page click on the State Contracts Hyperlink.



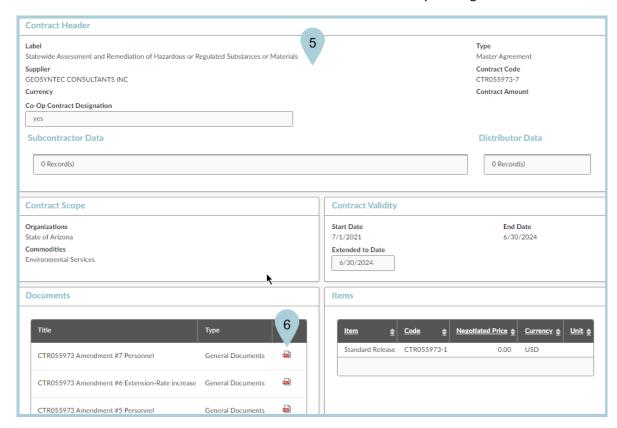
 On the Browse Page search for the desired Contract by Keywords, Organization, Commodities, Validity, Co-Op Designation, Statewide Contract, Contract ID, Dates, and Status. Click Search to filter your results.



4. Click on the **Pencil** Icon to access the contract.



- 5. In the record users can view the components of the Contract including **Header information (Contract Header)**, **Contract Scope**, **Validity Dates**, **Documents**, and **Items**.
- 6. Users are able to download documents associated with the contract by clicking the document icon.



7. APP opens the Verify download public page. Your file will be downloaded accordingly.



## Resources

Click the link below for more information on Quick Reference Guides in APP:

https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrad e/quick-reference-guides-176