

Viewing Requisitions

This document is a quick reference guide for Agency Administrators to view and search all requisitions within their respective agency 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>

Viewing All Agency-Specific Requisitions

1. From any page in APP, navigate to the **Procurement** header tab and select **Browse Requisitions**. A list of requisitions that ONLY you have initiated displays.
2. Click the **My requests** checkbox to remove the check.
3. Click the **Search** button. Results listed include ALL requisitions initiated within your respective agency.



This is a short-term workaround. A fix will be implemented in a future release.

The screenshot shows the 'Browse Requisitions' page. At the top, there are navigation icons (back, refresh, star) and the title 'Browse Requisitions'. Below this is a search section with a 'Keywords' input field, a 'My Requests' checkbox, a 'Search' button, and a 'Reset' button. Callout box 2 points to the 'My Requests' checkbox, and callout box 3 points to the 'Search' button. Below the search section is a 'Create Purchase Requisition' button. At the bottom, there is a results section showing '0 Record(s)'.

Resources

Click the link below for more information on **Agency Admin** processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/app-agency-admin-qrgs-176>