

Reqs/POs – After the Fact and RPA

This document is a quick-reference guide for procurement users who need to create an after-the-fact requisition 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/>.

To create an After-the-Fact requisition, a Requisitioner will log into APP and be able to create a requisition after a purchase has already been completed without a valid PO and/or an Invoice is awaiting payment without a PO. When an After-the-Fact requisition is converted into a purchase order, an approved receipt will automatically be created on the order.

Creating an After-the-Fact Purchase Requisition

1. From any page in APP, navigate to the **Procurement** drop-down menu and select **Create** under **Browse Requisitions**.
2. From the **Create Requisition** page, select **“After the Fact Purchase”** from the drop-down menu under **Requisition Type**;
3. Enter a description in the **Name** box and select the **Site**. Attach all pertinent documents and Click **Save**.

The screenshot shows the 'Create Requisition' form in the Arizona Procurement Portal. The form is titled 'Create' and has a '3' in the top right corner. A 'Save' button is highlighted with a red box. The form fields are: Requisition Status (Draft), Requisition Type (After the Fact Purchase), Name (Req. 10/27/2020), Site (dropdown), Special Purchase Type (dropdown), Fiscal Year (2021 - State of Arizona), Requester (Wenger Jennifer), ID Type (dropdown), and File(s) (Click or Drag to add files).

4. Select: **Add a free-text line** and complete the required information (Name, Commodity, Quantity, Product Type, Tax Rate, Supplier, and Supplier Contact) on the item page.

5. Click **Save**.

Item Details 5

Save Save & Close

Item Description

Name *

Commodity *

Total Ordered Quantity *

Products types *

Delivery Date

Service To Date ⓘ

Requisition Status

Draft

Estimate Commercial Costs

Price

Tax Rates *

Discount (%)

Total Amount ⓘ

4 + Add a free-text line

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6. Scroll down and select **Budget Information**. Fill in the necessary budget information –Budget Fiscal Year, Function Code, and Department Object Code. (Please refer to your agencies guidelines for budget information) Click **Save & Close**.

Item Details

Save Save & Close Reset Allocations

Budget Information

Budget Allocation - Minimum Required Fields For Successful Encumbrance

- If allocation elements, Accounting Template or Function are blank, then dimensions marked as bare minimum to process the requisition will be mandatory in AFIS
- Those bare minimum allocation elements are: Budget Fiscal Year, Unit, Fund, Appr Unit, Object, Task and Agency (AFIS - Department)

Allocations

+ Allocation Filled In Remaining To Allocate:

Percentage Amount 0.0000 %

Copy Line(s) Apply to entire Requisition

Tax	Allocation ID	% Pretax Amount (USD) *	Organization ⓘ	Agency	Fiscal Year	Budget Fiscal Year *	Function	Object	Account
<input type="checkbox"/>		100.00 %	500.000...	State Procurement Office	2021	2021			

7. Select **Submit for Approval**.