

Creating Off-Contract Purchases

This document is a quick reference guide for procurement users who need to create an off-contract purchase 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/>.

Users create off-contract purchases for items not found in the hosted or punch-out catalogs. After the requisition is created, it is routed for approval and sourcing. If the Requisitioner has sourcing rights and the requisition is within the delegated authority, the requisition will go to the Requisitioner for sourcing. If the requisition is not within the delegated authority, it will go to the Procurement Officer for sourcing. Once the requisition is ready for sourcing, the supplier and supplier contact must be identified before it becomes a PO.

Creating an Off-Contract Purchase

1. From any page in the APP, navigate to the Procurement drop-down menu and select **Create**.
2. From the Create Requisitions Page, select **Create Requisition**.
3. For Requisition Type, select "Off-contract".
4. Fill in Header information, including **Site**, **Name**, and **Fiscal Year**.
5. Click the **Save** button.

The screenshot displays the 'Create' page in the Arizona Procurement Portal. The 'Header' section is highlighted with a blue box and contains the following fields:

- Requisition Status:** Draft
- Requisition Type*:** Off-Contract
- Name*:** Req. 3/3/2023
- Requester*:** REQ98 ADA
- ID Type:** (Empty dropdown)
- Site*:** (Empty dropdown)
- Special Purchase Type:** (Empty dropdown)
- Fiscal Year*:** 2023 - State of Arizona
- Set aside spend:**
- Open Requisition:**
- PO Multi Year Funding:**

The 'Save' button is located in the top right corner of the form area.

ARIZONA

PROCUREMENT PORTAL

6. Complete the **Ship to** and **Bill To** fields.
7. Click the **Save** button.

Requisition: REQ000616147 - Protective Gear (Draft)

7 Save | Other Actions

6 Ship to Bill To

Ship to* Bill To*

State Procurement Office 100 N 15th Ave. Phoenix

8. Scroll to the **Items & Services** section, select **+Add a free-text Line**, and complete the information on the **Item Details** page.

Items & Services

Add Additional Charges

+ Add a free-text line

0 Result(s)

*Note: Complete the **Item Description**, **Estimate Commercial Costs**, and **Suggested Supplier** sections.*

9. Click the **Save** button.
10. Fill in the necessary **Budget Information**.

*Note: **Account Template** or **Function** are required fields for successful encumbrance. If these are left blank, then **Budget Fiscal Year**, **Unit**, **Fund**, **Appr Unit**, **Object**, **Task**, and **Department** must be entered.*

11. Click **Save & Close**.
12. Select **Submit for Approval**.

Save | Submit for Approval | Reset Allocations | Other Actions