

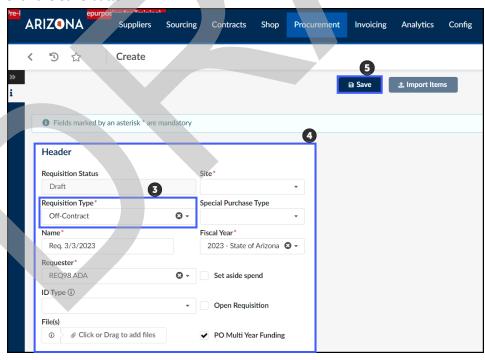
## **Creating Off-Contract Purchases**

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.

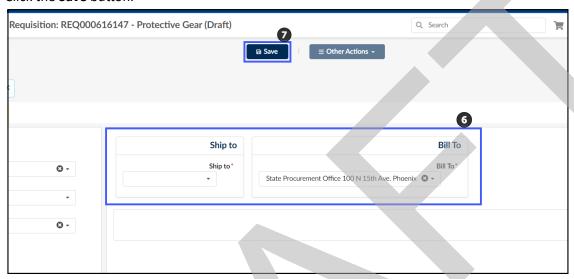
## **Creating an Off-Contract Purchase**

- 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.





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



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



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.

