

Ordering from Arizona Correctional Industries

This document is a quick reference guide on how to process orders to Arizona Correctional Industries (ACI) 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/>.

Placing orders with ACI through the APP will follow a different process than orders placed with other suppliers. Orders placed with ACI must be paid via a transfer document in AFIS – no warrants should be generated to complete payments to ACI. Therefore **no invoice payment documents should ever be created for ACI in the APP.**

Processing Orders with ACI

1. Create a requisition (On or Off Contract) for ACI.
2. Once ready to submit your requisition click the **Submit Requisition** button.



Note: No encumbrance will take place in AFIS.

3. Once a Purchase Order (PO) is created, users will be able to create a receipt by clicking the **Create Receipt** button.



4. Once the PO is complete click the **Close/Cancel PO** button to close out the PO in the APP.



Note: If the Close/Cancel button is clicked on the PO, the status will change to Closed even if the PO items have not been received.

5. AP will use the IETAT document (Internal Exchange Transaction-Automated Transfer) in AFIS to pay ACI for the goods or services provided.

