

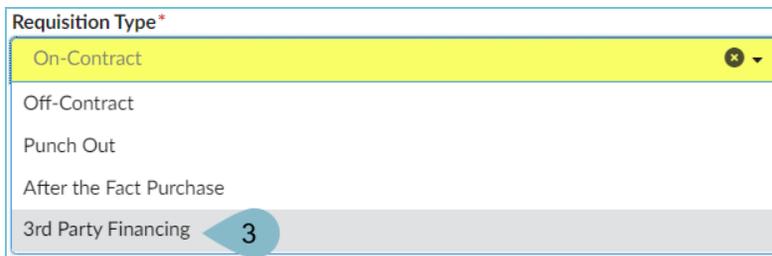
3rd Party Financing - Creating POs

This document is a quick reference guide for users who will be creating orders using 3rd Party Financing 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/>.

A complete order utilizing 3rd Party Financing requires 2 POs - One for the commodity being purchased (not encumbered) and one for the supplier providing the financing for the purchase [to make payments on the financing (encumbered)]. In order to create or view a 3rd Party Financing purchase order (not encumbered), a Requester must have the 'Requester-3rd Party Financing' role assigned to their APP profile. Before assigning the Requester-3rd Party Financing role at least one approval rule must be created for that document type.

Creating the Commodity PO (Not Encumbered) - PO #1

1. Log into APP
2. Create on-contract requisition.
3. In the **Requisition Type** dropdown, select **3rd Party Financing**.



Requisition Type*

- On-Contract
- Off-Contract
- Punch Out
- After the Fact Purchase
- 3rd Party Financing

4. Click **Save**.
5. Complete all requisition required fields, line items details and budget information.



Even though no encumbrance will be created, Budget Allocation information must be added for each line in the request or the requisition will encounter errors.

6. Once you are complete adding all your requisition details, click **Submit for Approval**.
7. On the final approval the requisition will flip to a PO but will not create an encumbrance. A PO notification will be sent to the supplier as normal.
8. You will be able to create receipts for this PO and then close it. **DO NOT CREATE INVOICES FOR THIS PO**. All invoices will fail on the integration to AFIS step as no encumbrance has been created.



The 3rd Party Financing PO cannot be created until after the goods have been received.

Creating the Financing PO (Encumbered) - PO #2

1. Once equipment has been received and the financing package has been approved, create the on-contract PO for the amount of financing to be paid in the current fiscal year.
2. Process the requisition following standard purchasing procedure - the resulting PO will create an encumbrance in AFIS.
 - a. **Highly recommended:** Add documentation in the Comments section on the requisition tying the financing PO to the commodity purchase.
3. Create receipts and invoices against this PO as normal.

Resources

Click the link below for more information on the requisition creation processes in APP:

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