

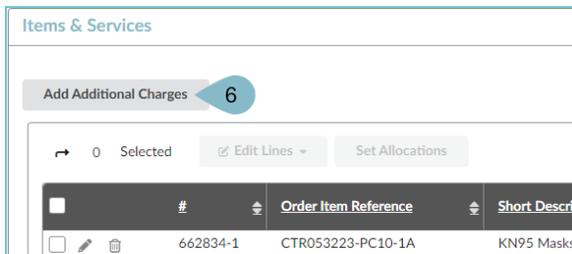
Adding Freight and/or Miscellaneous Charges

This document is a quick reference for users who need to add freight or miscellaneous charges 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/>.

Before a requisition is submitted, users are able to add freight and/or miscellaneous charges to the requisition.

Adding Freight and/or Miscellaneous Charges

1. Log into APP
2. Create a requisition.
3. Complete the requisition required fields
4. Click **Save**.
5. Scroll to the **Items & Services**.
6. Click the **Add Additional Charges** button.



7. On the popup enter a **Name**, **Commodity** (Freight Fee or Miscellaneous), **Product Type**, **Price**, **Supplier**, **Distributor**, and **Supplier Contact**.
8. Click **Save**.

9. Expand the **Budget Information** section and enter **Organization, Fiscal Year, Budget Fiscal Year, Function,** and **Object** fields.
10. Click **Save & Close**.

Item Details

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

Remaining To Allocate: 0.00 USD

Allocation ID	%	Pretax Amount (USD)	Tax	Organization	Organization	Fiscal Year	Budget Fiscal Year*	Function
<input type="checkbox"/> <input type="button" value="Delete"/> 1111	100.00 %	100.00		State Procurement Office	Arizona Department of Administration	2024	2024	SPO6300000 - CO OP STATE PURCHASING

1 Record(s)

11. Complete all requisition and item fields.
12. Click **Submit for Approval**.

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-grgs-176>