

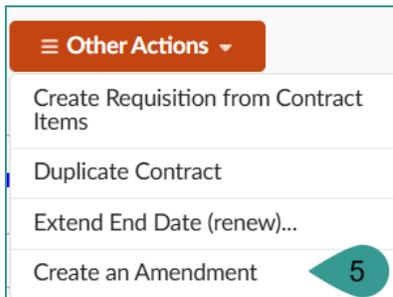
Amending Contract Line Items

This document is a quick reference guide for Contract Managers managing line items 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/>.

Price List items are to be modified and agreed to by the supplier using the bi-lateral amendment. This QRG demonstrates the step-by-step process and instructions for amendments involving price changes and adding a new line item.

Price Change

1. Log into APP.
2. Select **Browse Contracts** on the **Contracts** tab.
3. Locate the contract to amend.
4. Click the **Pencil**  icon to edit the contract.
5. Click the **Other Actions** drop-down arrow and select **Create an Amendment**.



6. Click **OK** to amend.
7. Navigate to the **Price List** left margin tab to select the item to amend.
8. Click the **Pencil**  icon for the item you wish to amend.
9. Click the **Pencil**  icon of the line item in the **Item Price Sheet(s)** section.

Item Price Sheet(s)			
Supplier Reference No. 	Label	Supplier 	Negotiated Price 
 9 CTR073156-1	Wide Adhesive Bandages	GOODYEAR TIRE & RUBBER CO	80.0000

10. Verify the Item Tag field is blank.

- Change the **Validity End Date** to the last day of the current fiscal year to allow the receiver to enter and process payments on the current Purchase Orders.
- Add "**Expires XX/XX/XXXX**" in the Name field before the name to notify the requisition staff that the item/price will end.

Item description	Pricing
Supplier Reference No. ⓘ* <input type="text" value="CTR073156-1"/>	Validity Start Date <input type="text" value="5/7/2025"/>
Name* <input type="text" value="Expires 05/31/2026 Case of Wide Adhesive Ba..."/>	Validity End Date ⓘ <input type="text" value="6/30/2025"/>

- Click **Save & Close** to close the Item Price pop-up.
- Click **Save & Close** to close the Item pop-up.
- Click **Save** on the Contract page.
- Navigate back to the Price List left margin tab.
- The table refreshes with the new **Validity End Date** displayed in the name field.

<input checked="" type="checkbox"/>	Commodity	Validity End Date ⓘ	Name
<input checked="" type="checkbox"/>	Bandages and dressings and related products	6/30/2025	Expires 05/31/2026 Case of Wide Adhesive Bandages

- Click the **Header** left margin tab.
- Once the amendment is complete, remove the word amendment and the amendment number from the **Label** field.

Label*
<input type="text" value="First Aid Supplies for SPO Officer1 5-7-2025 Amendment #2"/>



Removing the word Amendment and the number prevents confusion and other complications when locating the contract and pulling reports.

- Click **Save**.

Add a New Line Item to a Contract

1. Working on the same amendment, navigate to the **Price List** left margin tab.
2. Click **Create an Item**.

The screenshot shows the 'Contract Items' section with a left-hand navigation menu containing 'Contacts', 'Negotiated Terms', and 'Price list'. The 'Price list' tab is selected and marked with a circled '1'. In the main area, there are two buttons: 'Add Proposal Items' and 'Create an Item'. The 'Create an Item' button is highlighted with a circled '2'.

3. Complete the Product Information section, including **Product Name**, **Product Code** (next item number available BPM-XX or CTR-XX), **Commodity**, **Type**, **Detailed Description**, and **Keywords**.



Complete the **Product Name** field with: “Effective XX/XX/XXXX” to identify the new pricing effective date.

The screenshot shows the 'Product Information' form. The 'Product Name' field contains 'Effective 05/20/2025 Case of Wou...'. The 'Product Code' field contains 'BPM006460-3'. The 'Commodity' field is set to '42311500 - Bandages and dressings and related products'. The 'Type' dropdown is set to 'Product'. The 'Detailed Description' field contains 'Case of individually wrapped wound cleansing cloths.' The 'Keywords' field contains 'clean, wound, wipes, first aid,'. There are also fields for 'Manufacturer Reference No.', 'Characteristics Group', 'Link to Manufacturer Catalog', 'Manufacturer', 'Amount Tolerance', 'Quantity Tolerance', 'Delivery Date Tolerance', and 'Product Tax Mode'.

4. Complete the **Summary** field (optional).
5. Scroll up to the **Item description** section.
6. Complete the **Name** and **Supplier Reference No.** fields.

The screenshot shows the 'Item description' form. The 'Name' field contains 'Effective 5/19/2025 Case of Wound Cleansing ...'. The 'Supplier Reference No.' field contains 'CTR073156 - 3'. The 'Supplier' dropdown is set to 'GOODYEAR TIRE & RUBBER CO'. The 'Effective Date' field contains '5/7/2025'. The 'To (include)' field contains '5/31/2028'. The 'Contract' dropdown is set to 'CTR073156 - First Aid Supplies for SPO Officer1 5-7-2025'. The 'Status' field contains 'Draft'. A circled '6' is placed over the 'Supplier Reference No.' field.



The name should match the Product Name as entered.

7. In the **Pricing** section, complete the **Validity Start Date** with today's date.
8. The **Validity End Date** is to remain blank.
9. Enter the retail price into the **Retail Price (tax excl)** field.
10. Enter Unit (of Measure).

Pricing

Status *
Approved

Validity Start Date 5/19/2025 7

Validity End Date 8

Retail price (tax excl.) 30.00 9

Retail price (Incl. Tax) 30.0000

Tax

Currency USD

Unit Case 10

Other Units

Leaving Validity End Date Field Blank is Recommended (Header Validity End Date is Being Used)

11. Click **Save & Close**.



Steps 12-17 must be followed when an item must be tagged as a Standard Contract Release item. If not tagging an item, jump to step 18.

12. When a standard contract release tag is applicable, click the **Pencil**  icon for the item you wish to tag.
13. Navigate to the **Item Price Sheet** section and click the **Pencil**  icon.
14. From the **Item Tag** drop-down, select **Standard Contract Release**.

Item tag

New

P-Card Enabled

Punch-Out Enabled

RPA Not Allowed

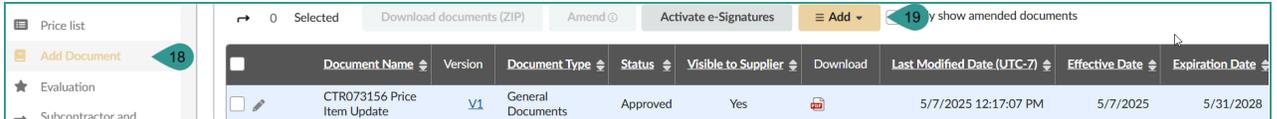
Standard Contract Release

See All

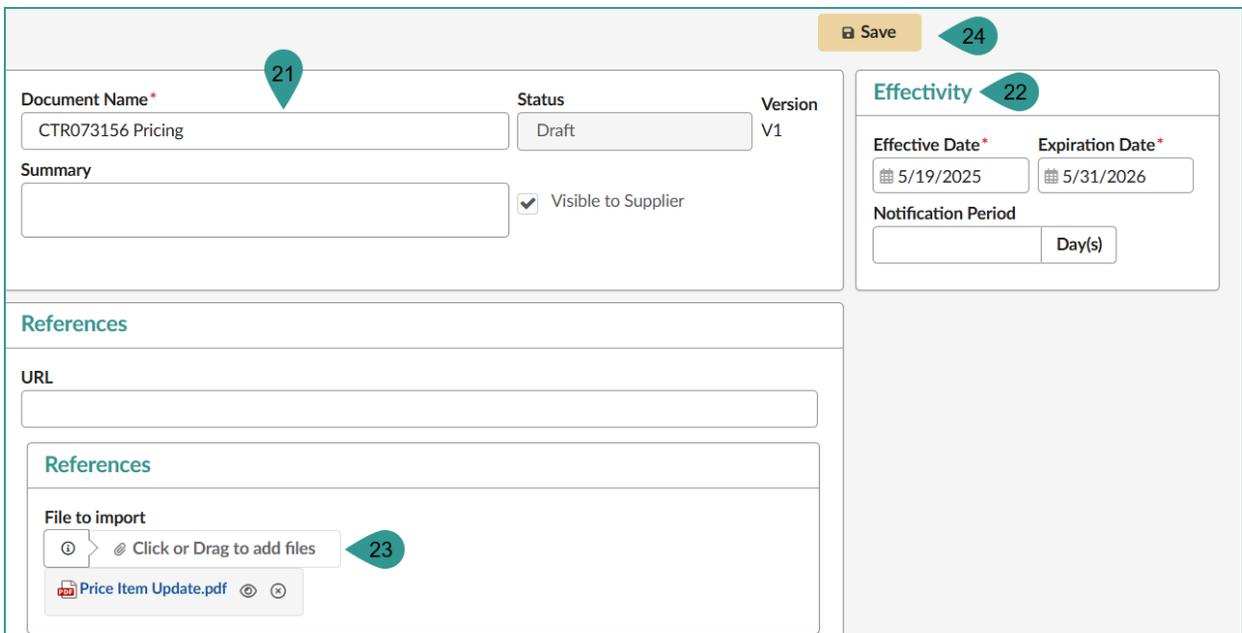
15. Click **Save & Close** on the Create/Modify price pop-up.
16. Click **Save & Close** on the Item pop-up.
17. The Standard Contract Release tag displays in the table.



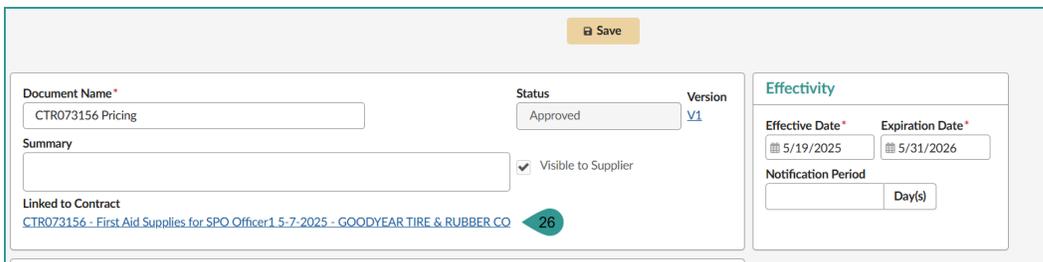
18. Navigate to the **Add Document** left margin tab to add amendment documents.
19. Click **Add** to add the document.



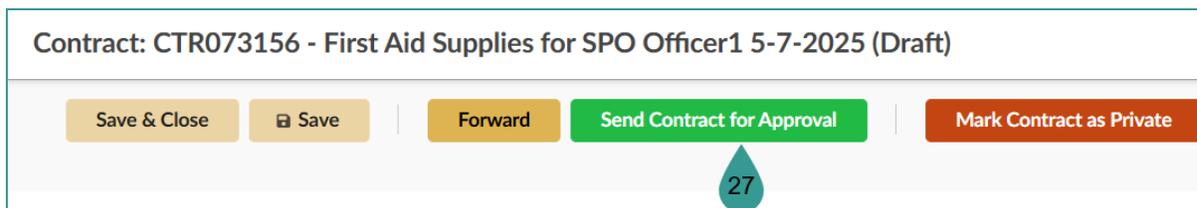
20. Select the applicable document type link from the drop-down.
21. Fill in the **Document Name**.
22. Complete the **Effectivity** section.
23. Click the **Click or Drag to add files** link to add documents.
24. Click **Save**.



25. Click **Submit**.
26. Click the contract link to return to the contract.



27. Click **Send Contract for Approval**.



28. Your contract will go through the Approval process, including Internal and External approvals.

29. Once all approvals have been received, click the **Signed** button at the top of the page.



Review line items on the effective date to ensure the lines are active and functioning correctly.

Resources

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

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