

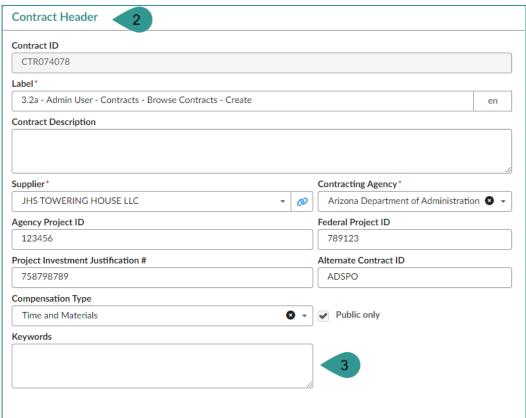
QUICK REFERENCE GUIDE

Completing the Contract Header Tab

This document is a quick reference guide for users wishing to complete the Header tab on a draft contract 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/.

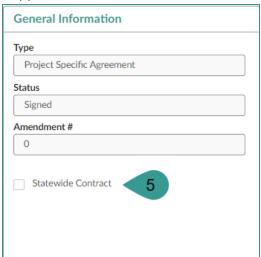
Completing the Header Tab

- 1. Click the **Header** left margin tab.
- 2. Verify/add your **Contract Label**, **Supplier**, and **Contracting Agency in the Contract Header section**. A Contract Description and Project IDs can also be added to this section.
- 3. Use the **Keywords** field to add keywords based on the items within the contract, which will facilitate searching for the contract **internally and externally.**

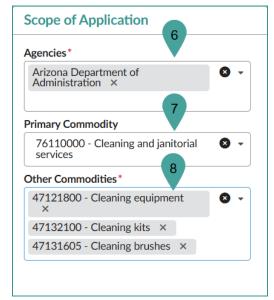


4. The Type of contract, Status, and Amendment # fields are in the **General Information** section.

5. If applicable, select the Statewide Contract checkbox.



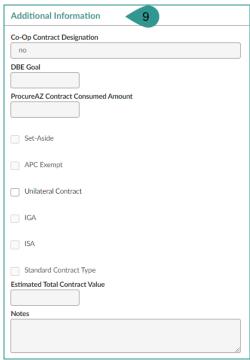
- 6. Add the agencies that will have access to purchase from the contract in the Agencies field. When applicable, verify or add additional agencies. When creating a statewide contract, use the *State of Arizonα* option.
- 7. Verify the **Primary Commodity** field is completed with the applicable commodity.
- 8. Add additional commodities in the Other Commodities field.



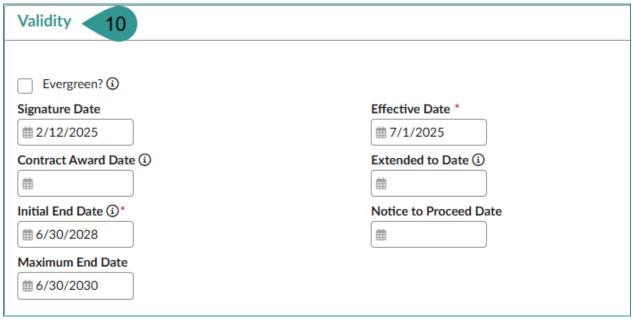


It is essential to add <u>only</u> agencies with access to the contract in the Agencies field. Additional commodities help the users search for a contract by narrowing down the search results.

9. Add information regarding Co-Op Designation, Set-Aside, APC Exempt, IGA, and Estimated Contract Value in the Additional Information section, when applicable.



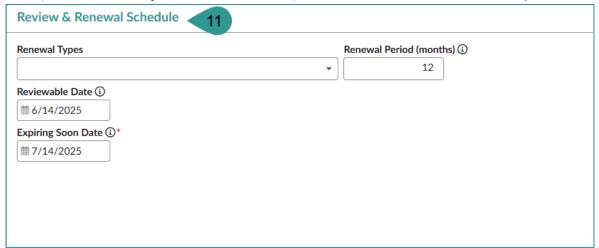
10. In the Validity section, enter the **Effective Date, Contract Award Date** and **Initial End Date**. The **Signature Date** field defaults to today's date and is updated once the contract is signed.





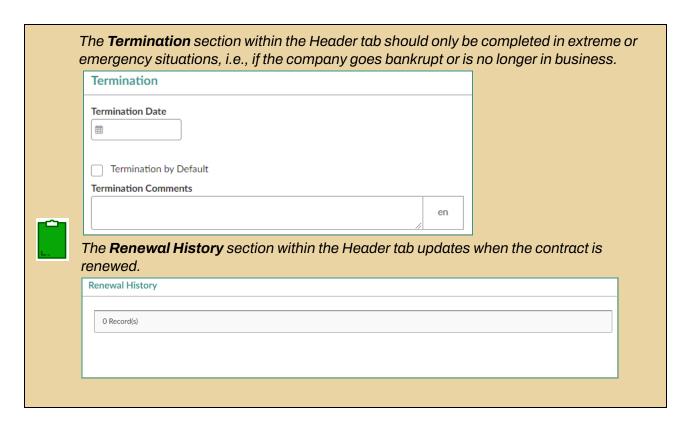
Do not add a date to the Extended to Date field. This is only used when extending a contract. All other fields remain blank unless necessary. The Contract Award Date can be found in the Offeror and Acceptance Form.

11. Complete the Review & Renewal section. Enter the **Renewal Type** information. The **Renewal Period**, **Reviewable Date** (defaults to 120 days before the initial end date), and **Expiring Soon Date** (defaults to 90 days before the end date) based on the end date information provided.





The Renegotiation Date must be less than or equal to the Renegotiation Countdown. Although both fields auto-populate, they can be edited to the desired date(s). Hover over the information icon \bigcirc for details on the fields.



12. Click **Save** at the top of the page.

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