ARIZONA
P R O C U R E M E N T   P O R T A L
QUICK REFERENCE GUIDE

Creating Off-Contract Purchase

This document is a quick reference guide for procurement users who need to create an off-contract purchase 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/.

Users create off-contract purchases for items not found in a hosted or punch-out catalog. After the requisition is created, it is routed for approval and sourcing. If the Requisioner has sourcing rights and the requision is within the delegated authority, the requisition will go to the Requisitioner for sourcing. If the requisition is not within the delegated authority, it will go to the Procurement Officer for sourcing.

Creating an Off-Contract Purchase

1. Log into APP
2. Navigate to the **Procurement** drop-down menu and select **Create**.
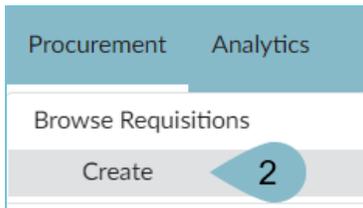
3. Select **Off-Contract** in the **Requisition Type** dropdown..
4. Complete the **Header** section including **Site**, **Fiscal Year**, and **Name**.
5. Click **Save**.

6. Complete the **Ship To** and **Bill To** dropdowns.
7. Click **Save**.

8. Scroll to the **Items & Services** section and click **+Add a free-text line**.

9. Complete the Item **Name**, **Commodity**, and **Ordered Qty** fields in the **Item Description** Section.
10. Complete the **Price** field.
11. Select a **Tax Rate**.
12. Select a **Supplier**, **Order Supplier/Distributor** and **Supplier Contact** if one is not auto populated.
13. Click **Save**.

14. Expand the **Budget Information** section and enter **Organization**, **Fiscal Year**, **Budget Fiscal Year**, **Function**, and **Object** fields.

> *Please note that Account Template or Function are required fields for successful encumbrance.*

15. Click **Save & Close**.

16. Repeat steps 8-15 for all items you would like to add.
17. 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-qrgs-176