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

QUICK REFERENCE GUIDE

Reviewing a Contract

This document is a quick reference guide for users wishing to review contracts or contract amendments 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/.

Once a procurement user submits a contract or contract amendment for review, the Contract workflow is engaged in the system. This workflow has been designed to automatically route the contract through the appropriate approval workflow based on the agency of the user who created the contract. Procurement users can see the status of this workflow at any time by navigating to the Workflow tab of the contract.

Reviewing a Contract

1. From the **My Pending Validations** window on the APP homepage, click on the contract you wish to review. Please note that whenever you need to review a contract, you will receive an email notification and a pending validation task in APP.
2. The contract details are displayed. Review the information across the **Overview**, **Header**, **Contacts**, **Dates and Renewals**, **Negotiated Terms**, **Exhibits**, and **Price Lists** tabs.
3. Click the **Reject or Approve** button. If you reject a contract, you will be prompted to enter why it was rejected. If you reject a contract, your comments will be emailed to the Procurement Officer who created the contract. Then, they can make the necessary changes and resubmit the contract for approval. Once a contract has received the necessary approvals, it will go through the signature process. Please refer to the *Signing Contracts* QRG for details.

> *APP automatically determines if a Procurement Manager and/or CPO is required to approve a contract.*

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