

## SPO ALERT

**Date:** April 2nd, 2024  
**To:** State Agencies  
**From:** APP Team  
**Re:** SPO ALERT - New Report - Contracts with Commodities in Production

Dear Valued APP User,

We're pleased to announce that we have delivered a new report to the production environment, **Contract - Commodities**, providing comprehensive details on Contracts and their associated Commodities. This report will be valuable for analyzing and managing our contract portfolio and the related commodity information.

The report includes the following key fields:

1. Contract ID: The unique state identifier(ADSPO) for each contract.
2. Contract Code: The unique identifier(CTR) for each contract.
3. Contract Label: The descriptive name or label assigned to the contract.
4. Contracting Agency: The agency or organization that awarded the contract.
5. Primary Commodity:
6. Other Commodities

With this comprehensive report, you can easily access and analyze contract details, identify the primary commodity for each contract, and view any additional commodities linked to the contract. This information will be crucial for monitoring contract performance, managing commodity risks, and making informed decisions related to our contractual obligations and commodity exposures.

Please note that this report will be refreshed daily to reflect our systems' latest contract and commodity data.

The steps are as follows;

Navigate to Analytics - Browse Queries

The screenshot shows the ARIZONA Procurement Portal navigation menu. The menu items are: Suppliers, Sourcing, Contracts, Shop, Procurement, Invoicing, Analytics, Admin, Config, and Int. The 'Analytics' menu is expanded, showing a list of options: Reporting Homepage, Browse Analysis Reports (with a sub-option 'Customize'), Browse PivotBuilders (with a sub-option 'Create'), Browse Stored Exports, Browse Analysis Subscriptions, Browse Queries (highlighted with a red box), Browse Running Queries, Query Execution Logs, PBI Indicator, Cube Processing (with sub-options: Browse Cubes, Cube Settings, Generate Dimensions, Source View Configurations, Calculation Model Mapping, Browse Standard Analysis), and Analysis Test Automation Tool.

New report Contract - Commodities, click the pencil to display filter options

The screenshot shows the ARIZONA Procurement Portal interface. At the top, there is a navigation bar with the logo and menu items: Suppliers, Sourcing, Contracts, Shop, Procurement, Invoicing, Analytics, Admin, Config, Integration, Settings. Below this is a 'Browse Queries' section with search filters for Keywords (commodity), Created by, Category, Status, and Access type. A 'Run query' dialog box is open, displaying parameters for a query. The parameters include 'Created Date From' (1/1/2023), 'Created Date To' (3/31/2024), and 'Contracting Agency' (ADA Director's Office Dept, ADA Director's Office Division, ADOA\_General Accounting, ADOA\_Risk Management Accounting). A red arrow points to the 'Contract - Commodities' entry in the background table.

If you have any questions or concerns, please contact APP Help Desk by emailing support at:

app@azdoa.gov.

Sincerely,

APP Team