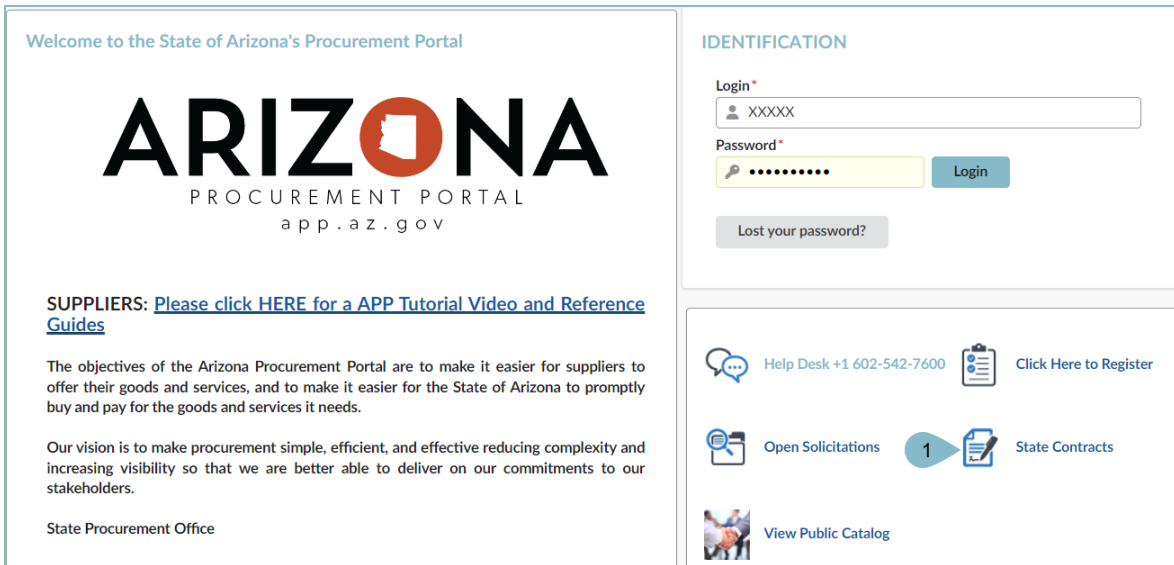# Viewing Public Contracts in the Public Portal

This document is a quick reference guide for Suppliers or the Public who need to view public solicitations 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: hps://spo.az.gov/.
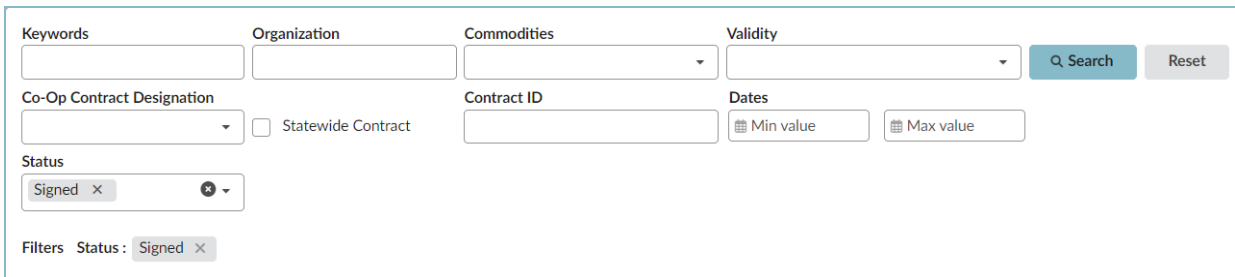
Public Contracts can be viewed by anyone by accessing the APP homepage. Details of these items can be viewed by looking into individual records. In addition suppliers can register for events from this public page. If you believe the records you are searching for are not public record, please submit a request through the ADOA Website.

Viewing a Public Contract

1. From the APP Homepage click on the **State Contracts** link.

2. On the Browse Page Search for the desired Contract by criteria include **Commodity, Keyword, Expiry Date, or Agency.**

3. Click on the **Pencil** [✎] Icon on the left side of the contract to access it.

4. In the record view the components of the **Contract Header, Contract Scope, Contract Validity, Documents, and Items.**
5. Users are able to download documents associated with the contract by clicking the document icon.

6. APP will download the document.

Resources

Click the link below for more information on submitting offers in APP:

https://spo.az.gov/suppliers/app-support/quick-reference-guides