

**Source to Contract Training Card**

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| **Login Information** |
| **Assigned Number:** | \_\_\_\_\_\_\_ |
| **Sourcing User ID:** | ADAPROC\_\_\_ |
| **Supplier User ID:** | S2Ctrain\_\_\_@noemail.gov |
| **Password:** | APP2020! |
| **Solicitation Information** |
| **Setup Project** | * **Label**: Sweet Treats <Initials / Today’s Date>
* **Commodity:**  50160000 – Chocolate and sugars and sweeteners and confectionary products
* **Agency:** Arizona Department of Administration
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| **Schedule Information** | * **Code:** IS1
* **Step:** Identify Commodities for Suppliers
* **Type:** Action
* **Manager:** You
* **Assigned to:** You
* **Begin Date:** Today’s Date
* **End Date:** 1 week from Today’s Date
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| **Setup Document** | * **Select Document Type:** Solicitation
* **Title:** IFB<BPM#>
* Confirm Document is set - 'en'
* **Set Document Status:** Approved
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| **Identify Suppliers** | * **Commodity Codes:** 5016000 and 5000000
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| **Prepare Rfx** | * **RFx Type:** IFB
* **Label:** Sweet Treats < Initials / Today’s Date>
* **Bid Due Date:** Today’s Date / 2:00PM
* **Publication Begin Date:** Today’s Date / 12:00AM
* **Process:** ‘Pre-Bid Meeting @ 11:00AM’
* **Summary:** ‘Ordering chocolates and candies for the State of AZ.’
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| **Requisition #** |  |
| REQ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | PO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| REQ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | PO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |