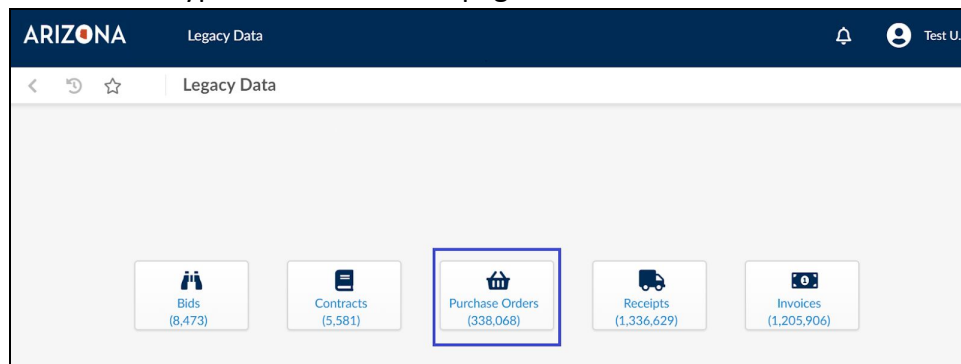


Finding and Reviewing Purchase Orders

This document is a quick-reference guide for users who need to view Legacy PO Data. 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/app/>.

Purchase Order Data

1. Navigate to the APP legacy data environment.
2. Log in as a user.
3. Select the **Purchase Orders** hyperlink on the homepage.



4. Once on the Browse Page, find the desired receipt by plugging in data in fields such as PO Number, Purchaser, Release Number, Vendor Number, Organization (Agency), Department, Vendor Name, or Fiscal Year.
 - a. Then, click in the **PO Number** data field.
 - b. Type **ADSP016-117110**.
 - c. In the **Release Number** data field, type 13 and click **Search**.
 - d. Select the **pencil** next to the PO Number to access additional information.

The screenshot shows the ARIZONA Legacy Data PO Summary page. At the top, there's a navigation bar with the ARIZONA logo, 'Legacy Data' text, and a user profile 'Test U.'. Below the navigation bar, there's a search bar and a table of search results. The search fields are filled with PO Number: ADSP016-117110, Release Number: 13, and Vendor Number: 000037478. The search results table shows one entry for ADSP016-117110.

PO Number	Release Number	Vendor Number	Vendor Name	Short Description	Status	Purchaser	Fiscal Year	Organization	Department	Location
ADSP016-117110	13.00	000037478	The Murli Group, LLC	DES LEAN Proposal	3PCO-Closed	Gilbert Burgos	16	Arizona Department of Economic Security	DEA1100-DES Office of the Director	1100-Office of the Director

Header

- Now, select the **Header** tab on the left side panel.
- To export the data, scroll all the way to the right of the screen and select the **gear** icon of any header.
 - Then, select **Download in Excel format**. The file should download with the bid information.

PO Information									
Header Attachments Primary Vendor Information & PO Terms Receipt Invoice Item Approval Path Notes	Header Information								
	PO Number	Release Number	Short Description	Status	Purchaser	Receipt Method	Fiscal Year	PO Type	Minor Status
	ADSP016-117110	13.00	DES LEAN Proposal	3PCO- Closed	Gilbert Burgos	Quantity	16		Arizona Department of Economic Security
	1 Result(s)								

Attachments

- Now, select the **Attachments** tab on the left side panel.
- There should be a column for each of the Purchase Orders including the following:
 - PO Number**
 - Release Number**
 - Agency Files**
 - Agency Forms**
 - Vendor Files**
 - Vendor Forms**

PO Information						
Header Attachments Primary Vendor Information & PO Terms Receipt Invoice Item Approval Path Notes Change Orders	Attachment Information					
	PO Number	Release Number	Agency Files	Agency Forms	Vendor Files	Vendor Forms
	ADSP016-117110	13.00	ADES Proposal March 1 2016.doc	Mapping missing	Mapping missing	Mapping missing
	ADSP016-117110	13.00	PO T and Cs rev 1-10-11	Mapping missing	Mapping missing	Mapping missing
	ADSP016-117110	13.00	RX 00401130 - Quote Clarification.pdf	Mapping missing	Mapping missing	Mapping missing
	3 Result(s)					

- Click on the gear icon on the bottom right-hand portion of the results
- To export the data, click **Download in Excel Format**. The file should download with the Attachment Information.

Primary Vendor Information & PO Terms

- Select the **Primary Vendor Information & PO Terms** tab on the left side panel.
- Two sections will appear:
 - Vendor Information**

b. PO Acknowledgements

PO Information
⌵ ✕

Header

Attachments

Primary Vendor Information & PO Terms

Receipt

Invoice

Item

Approval Path

Notes

Change Orders

Vendor Information

PO Number	Release Number	Vendor	Preferred Delivery Method	Remit-to Address	Payment Terms	Shipping Method
ADSP016-117110	13.00	000037478-The Murli Group, LLC	N	Joe Murli 14 Pearl St Mystic, CT 06355 US [Email:] accounting@themurli.org [Phone:] 8602455006 [FAX:] [Id:] 46176 [Alternate Id:] P0001	Net 45	Best Way

1 Result(s)

PO Acknowledgements

PO Number	Release Number	Document	Notifications
ADSP016-117110	13.00	Mapping missing	Mapping missing

1 Result(s)

3. To export the data, scroll all the way to the right of the screen and select the **gear** icon of any header.
 - a. Then, select **Download in Excel format**. The file should download with the bid information.

Receipt

1. Now, select the **Receipt** tab on the left side panel. This shows all receipts associated with the purchase order.
2. To export the data, go to the right of the screen and select the **gear** icon of the header.
 - a. Then, select **Download in Excel format**. The file should download with the receipt information.

Invoice

1. Now, select the **Invoice** tab on the left side panel. This shows all invoices associated with the purchase order.
2. To export the data, scroll to the right of the screen and select the **gear** icon in the bottom corner.
 - a. Then, select **Download in Excel format**. The file should download with the invoice information.

Item

1. Then, select the **Item** tab on the left side panel. A window with general item information will appear.
2. Click the **pencil** icon on the items.
3. The *Item Information* window should appear with additional detail on the specific item.

ARIZONA

PROCUREMENT PORTAL

Contract Information ☐ ✕

Item Information ☐ ✕

Item Information

Item #	Description	Item Status
1.00	Discipline 1 - Performance and Organizational Management; see Labor Rates in the Attachments Tab.	3PS-Sent
1 Result(s)		

NIGP Class	Description
918-96	Transportation Consulting
1 Result(s)	

PO Number	Release Number	Item #	Receipt Method	Qty	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt	Tax Rate	Tax Amount	Freight	Total
ADOT17-171962	0.00	1.00	Dollar	1.00	0.00	Mapping missing	EA-Each	0.00	Mapping missing			0.00	
1 Result(s)													

PO Number	Item #	Manufacturer	Brand	Model	Make	Packaging	Property Number
ADOT17-171962	1.00						Mapping missing
1 Result(s)							

4. On the bottom right of each chart, select the **gear** icon.
 - a. Then, select **Download in Excel format**. The file should download with the item information.
5. Now, click the **X** in the corner of the Item Information window.
6. To export the data, scroll to the right of the screen and select the **gear** icon of the header.
 - a. Then, select **Download in Excel format**. The file should download with the listed item information

Approval Path

1. Then, select the **Approval Path** tab on the left side panel.
 - a. If an approval path is applicable to the PO being researched, the data will appear here.

Notes

1. Now, select the **Notes** tab on the left side panel.
2. To export the data, select the **gear** icon in the right corner.
 - a. Then, select **Download in Excel format**. The file should download with the bid information.

Change Orders

1. Finally, select the **Change Order** tab on the left side panel.
 - a. If a change order is applicable to the PO being researched, the data will appear here.