
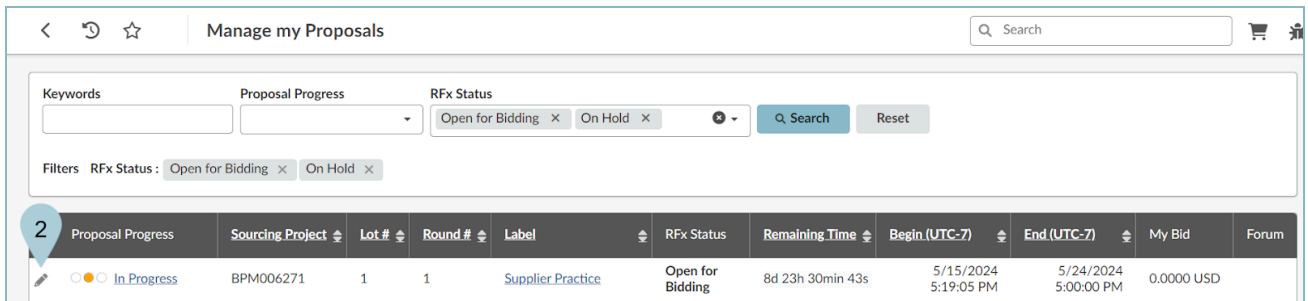


Responding to a Spot Bid

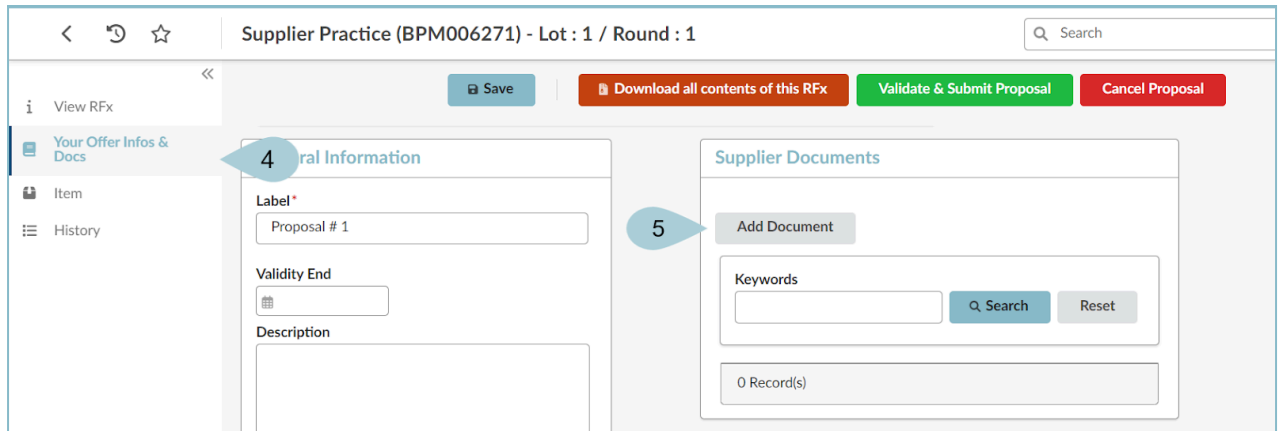
This document is a quick reference guide for suppliers wishing to respond to a Spot Bid in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

Submit a Spot Bid Proposal

- Once logged into APP, navigate to the Sourcing dropdown and select **Manage my Proposals** on the dropdown menu.
- Open the sourcing project by clicking the **Pencil**  icon



- Review the information on the **View RFx** left margin tab.
- To upload documents to your response, navigate to the **Your Offer Infos & Docs** left margin tab.
- Click the **Add Document** button in the Supplier Documents section to add proposal documents.



6. Fill out all required fields:
 - a. **Title**
 - b. **Status** (leave as Approved)
 - c. **Document** (may click or drag desired attachment)
7. Click **Save & Close**.

8. The document(s) now displays in the table, repeat the steps above to upload additional attachments.


	Title	Type	Att.	Contact	Validity End Date	Version	Confidential?
<input type="checkbox"/>	Proposal Documents	Supplier Documents (Approved)		REED Shawna			<input type="checkbox"/>

9. Navigate to the **Item** left margin tab.
10. Enter your price in the **Unit Price** column for each line item.

	Code	Type	Label	QTY	Order	Unit	Delivery Date	Unit Price*	Amount
	1	Required Item	Training Software	3.00000		EA		120.0000	

11. Attach the line item pricing documents for each line item.

Label	QTY	Order	Unit	Delivery Date	Unit Price	Amount	Delivery Date	File Attachment
ed Training Software	3.00000		EA		120.0000	360.0000		Click or Drag to add a file

 A file attachment is required for each line item, the same attachment is recommended for each line item.


12. Click **Save**.
13. Review all information and attachments.
14. Click **Validate & Submit Proposal** at the top of the page.
15. Click **OK**.
16. Click **Submit my proposal**.


Do you really want to submit your proposal?


Once an offer is submitted, it cannot be modified. You will only be able to create a new one.

- 1 / 1 items have been filled.
- 1 document(s) have been attached to the proposal. (Proposal)
- 1 document(s) have been attached to the proposal. (Items)
- Total number of attached documents: 2

Cancel **Submit my proposal**

 Your proposal has been submitted and is viewable by the buyer.

 Your proposal has been successfully submitted. Buyers have been notified. Access History to view all submitted proposals. ×

 Bid Submitted on 5/16/2024 9:16:44 AM

Resources

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

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/supplier-management-qrgs#>