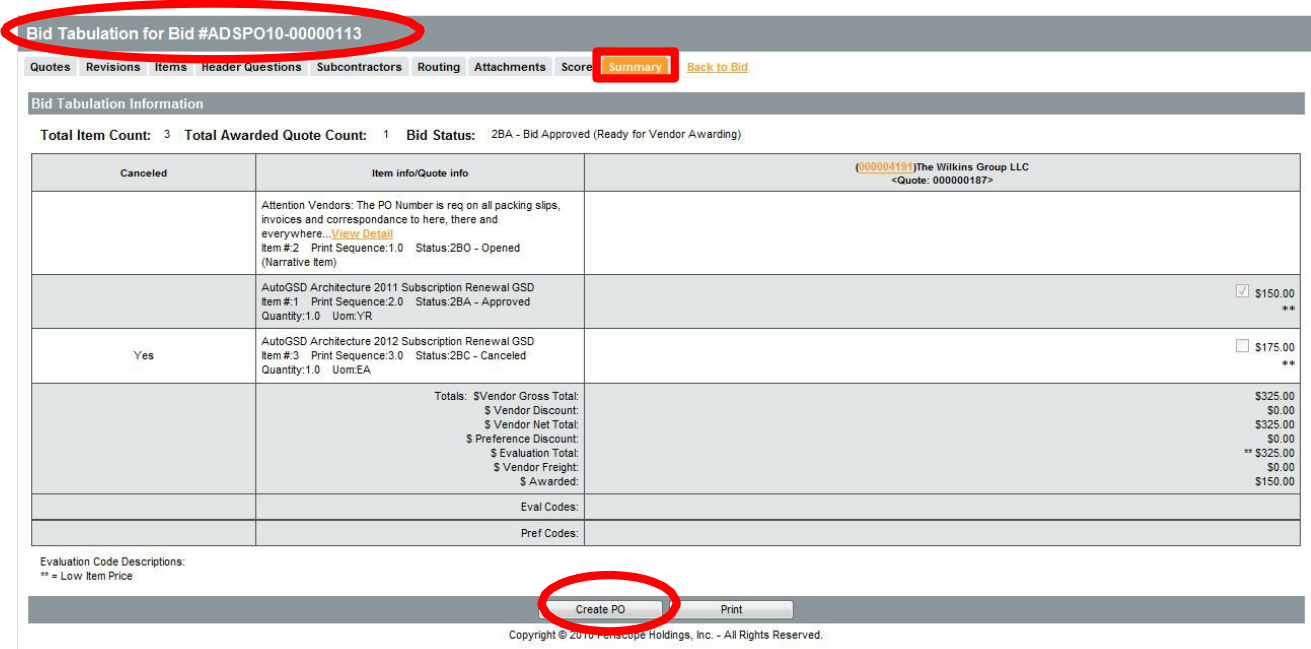# Creating Contracts

The State of Arizona manages term contract agreements within ProcureAZ through the use of the Blanket Purchase Order (PO) document. This guide walks you through the four different ways users with the Basic Purchasing (BP) role can create a PO within ProcureAZ. For term agreements, ensure "Blanket" has been selected for your PO in the **Purchase Order Type** field on the General tab.

Converting a Bid Award

If your contract is the result of a solicitation that was conducted within ProcureAZ, you can convert the solicitation award into a contract via the Bid document you used to conduct the solicitation. Once your Bid award recommendation has been approved, from the Summary tab of the corresponding Bid Tab you are able to create the resulting PO(s) by clicking the **Create PO** button on the bottom of the screen.

Upon selecting **Create PO**, the **Purchase Order Creation Preview** screen will appear for the Bid that was awarded. A list of the vendor Quotes that were awarded will appear. A different PO will be created for each different vendor that was awarded at least one Bid item. Below, a list of **Purchase order creation options** appears. These options, when checked, will bring information from either the Bid, or the vendors' Quotes to their corresponding PO. These options are all automatically checked. Note that you will be able to edit the resulting PO as needed after you've created it, including being able to delete any of this information that is brought over from the Bid.

Once you're ready to create the PO(s), click the **Continue** button. Doing so will display a screen listing the POs that were created. Click a link in the **PO#** field to view that PO. Clicking **OK** at the bottom of the screen will return you to your Homepage.

Cloning a Previous Document

Another method for creating new POs is to clone an older PO or Requisition. Cloning a document makes a new copy of the document, enabling you to leverage the information that was already entered on the original, but giving you the ability to edit anything where necessary.

To search for a Requisition or PO to clone, use the **Documents** dropdown in the colored Navigation Bar along the top of the screen. Within the dropdown, hover your mouse over **POs**, then select **New** to display the **Create a New Purchase Order** screen. Select either **Clone a purchase order from another purchase order** or **Create a purchase order from requisitions**, then select the **PO Type of the New Purchase Order** from within the dropdown box and click **Continue** to proceed with searching for the PO or Requisition to clone.

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Upon selecting **Clone a purchase order from another purchase order**, you will be shown the **Search Existing Purchase Order to Clone to New Blanket Purchase Order** screen. The search feature here functions identically to the **Advanced Search** feature outlined in the **Advanced Navigation** training – enter your search criteria and click **Find It** to return matching results below.

Selecting the **Master Blanket/Contract only** check box on the bottom of the search screen will return only Blanket and Contract POs as results for your search. Note that the terms "Blanket" and "Master Blanket" are used interchangeably throughout the system.

Search Existing Purchase Order to Clone to New Blanket Purchase Order

Search Using:	ALL of the criteria ▼

Search Fields:

PO #		Release Number	
PO Description		Alternate ID	
PO Type	▼	Buyer	▼
Header Major Status	▼		
Header Minor Status	▼		
Department	▼		
Location	▼		
Type Code	▼	PO Date(MM/DD/YYYY)	
Catalog	▼		
Required Date(MM/DD/YYYY)		Update Date(MM/DD/YYYY)	
Vendor ID:		Vendor Name:	
Fiscal Year		Item Description	
NIGP Class	▼		
NIGP Item	▼		
Commodity Code		Stock Item Number	

☐ Master Blanket/Contract only

[Find It]   [Clear]

Any older PO can also be cloned by accessing it and clicking the **Clone Bid** button along the bottom of the Summary tab. Note that new Blanket POs will usually only be created following a solicitation for the goods/services that are to be awarded.

Converting a Requisition

Another method of creating new POs is to convert an approved Open Market Requisition. Converting a Requisition into a PO brings all the information entered on the Requisition over to the PO, potentially limiting the amount of setup that is required. Open Market Requisitions are requests for goods or services that are not on-contract. Once approved, a BP user is notified that the Requisition is "Ready for Purchasing" to determine if a solicitation is required for the desired items, or if the items can be awarded to a vendor without competition.

The Summary tab of Requisitions in "Ready for Purchasing" status contains buttons along the bottom allowing a BP user to convert the Requisition into either a Bid or PO. The BP user can also disapprove the Requisition, sending it back to the creator to correct and re-submit for approval. Note that unless the creator of the Requisition conducted an RFQ, you will likely need to conduct a solicitation before awarding a term contract by creating a Blanket PO.

Create a New Purchase Order from Scratch

To create a blank new Blanket Purchase Order that you will have to complete, use the **Documents** dropdown in the colored Navigation Bar along the top of the screen. Hover over POs and select **New**, which displays the **Create a New Purchase Order** screen. Click the radio button next to **Create a purchase order from scratch**, select "Blanket" from the **PO Type of the New Purchase Order** dropdown box and click **Continue**. The General tab of your blank new PO document will display.

Unlike cloned documents, new documents are not immediately assigned a number, meaning that they are not established documents that permit you to leave and access them later. In order to have a number assigned and be able to access the document later, you must first complete the required fields on the General tab and save.