

## Changing the Contract Owner

This guide will provide users with step by step process on how to change the owner of a contract. If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO Website: <https://spo.az.gov/>.

The Contract Owner can be changed by the following users – **Current Contract Owner, Agency Administrator, and SPO Administrators**. Changing the Contract Owner does not require an amendment.

### Changing the Contract Owner

1. Select the **Browse Contract** link under the **Contract Menu**.
2. Search for your contract and select the **Pencil Icon**.

ARIZONA Suppliers Sourcing **Contracts** Catalogs Procurement Invoicing Analytics Admin Config Integration Settings

< > ☆ Browse Contracts

Add a Contract

Keywords: Suppliers: Agency: Alerts: Search Reset

Contract ID	Amendment #	Label	Supplier	Doing Business As	Agency	Type	End date	Not to Exceed Amo
CTR000457	0	test	Meeta jus created		STATEWIDE SYSTEMS PROCESSING	Alternate Project Delivery Method	11/23/2018	

1 Result(s)

3. Once the contract record opens, select the **Contact Menu** on the left and add your new contract owner by selecting the **Add a Contact** button.

Contract: CTR000459 - memes

Save & Close Save Forward Send Contract for Approval Close Other Actions

Overview Monitor **Contacts** Auctioning Dates and Renewals Negotiated Terms Price list Exhibits Workflow

SUPPLIER CONTACTS

Add an existing contact: Create a Contact

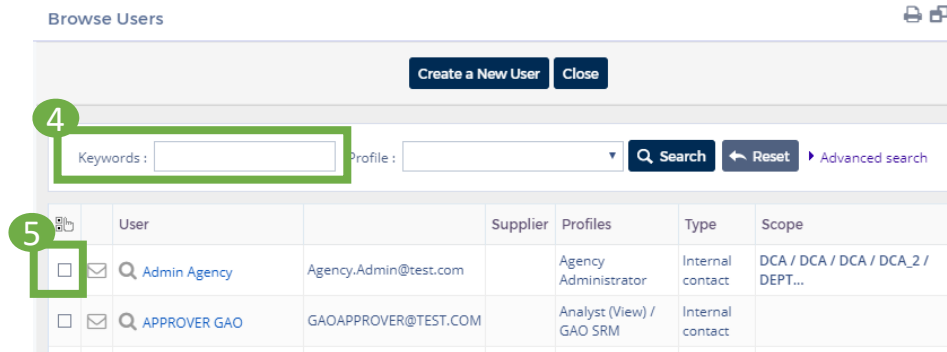
INTERNAL TEAM

Add a Contact

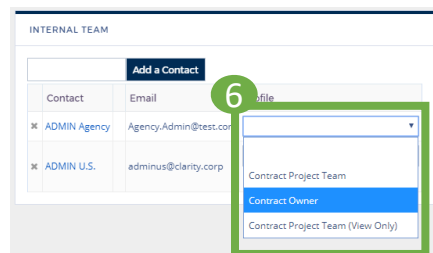
Contact	Email	Profile
ADMIN U.S.	adminus@clarity.corp	Contract Owner

## Changing the Contract Owner

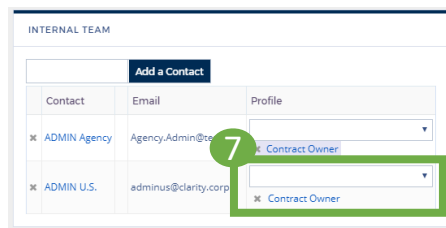
4. Use the keyword search function to find your desired contract owner and select **Search**.
5. Once the user is found, select the **check box** next to their name and **close** the window.



6. Once the new user is added to the grid, **you must make them the contract owner BEFORE deleting the current contract owner**. Click the drop down menu and select **contract owner**.



7. Once the new user is set as the contract owner, you can delete the previous owner or assign them a new role from the drop down menu.



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8. Once the user is listed as the contract owner you can select the **Save & Close** button.

The screenshot shows the 'INTERNAL TEAM' section of the Arizona Procurement Portal. At the top, there is a navigation bar with several buttons: 'Save & Close' (highlighted with a green box and a circled '8'), 'Save', 'Forward', 'Send Contract for Approval', 'Close', and 'Other Actions'. Below the navigation bar, there are two main sections: 'SUPPLIER CONTACTS' and 'INTERNAL TEAM'. The 'INTERNAL TEAM' section contains a table with columns for 'Contact', 'Email', and 'Profile'. The table has two rows of data, both with a red 'x' icon in the first column. The first row shows 'ADMIN Agency' with email 'Agency.Admin@test.com' and profile 'Contract Owner'. The second row shows 'ADMIN U.S.' with email 'adminus@clarity.corp'. There is also an 'Add a Contact' button above the table.

Contact	Email	Profile
✘ ADMIN Agency	Agency.Admin@test.com	✘ Contract Owner
✘ ADMIN U.S.	adminus@clarity.corp	