

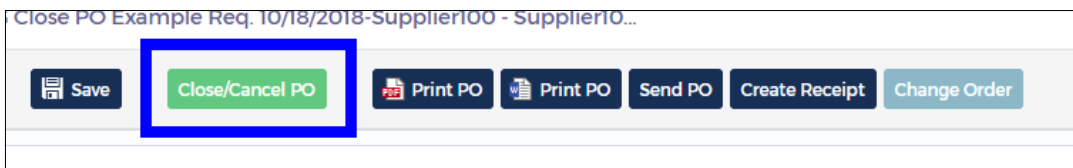
Ordering from Arizona Correctional Industries

This document explains how to process orders to Arizona Correctional Industries (ACI) in the Arizona Procurement Portal (APP). If you have any questions or require assistance please reach out to your agency support team. The list of agency support team contacts is located at <https://spo.az.gov/app/grqs>.

Placing orders with ACI through the APP must follow a different process that orders placed with other suppliers. Orders placed with ACI must be paid via a transfer document in AFIS – no warrants should be generated to complete payments to ACI. Therefore **no invoice payment documents should ever be created for ACI in the APP.**

Processing Orders with ACI

1. Create a requisition (on or off contract) for ACI as if the order is for any other supplier.
2. **DO NOT CREATE A RECEIPT.**
3. Once the order is complete click the Close PO button (located at the top of the screen) to close out the PO in the APP and liquidate the encumbrance in AFIS.



4. AP will use the IETAT document (Internal Exchange Transaction-Automated Transfer) in AFIS to pay ACI for the goods or services provided.

Internal Exchange Transaction - Automated Transfer(IETAT) Dept: HCA ID: 190000000067 Ver.: 1 Function: New Phase: Final Modified by 105065 07/23

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