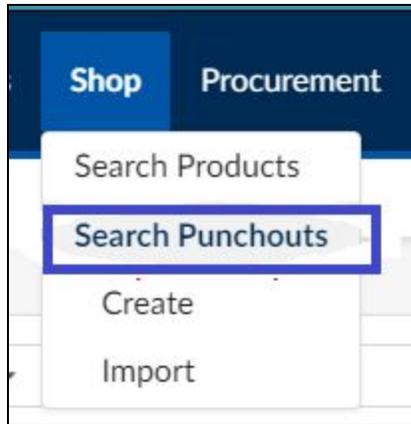


## Using Punchouts

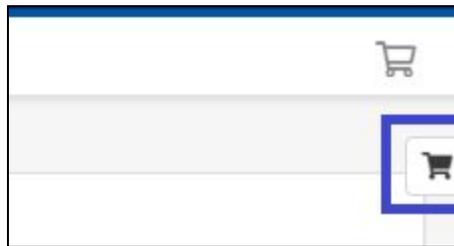
This document is a quick-reference guide for users who need to make a purchase off of a punchout. If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO Website: <https://spo.az.gov/app/>.

### Initiate Punchout

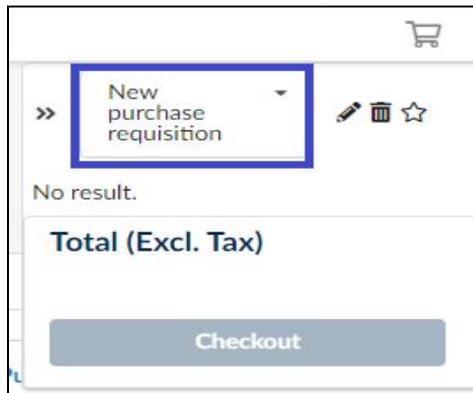
1. Login to [app.az.gov](http://app.az.gov) to access Arizona's E-procurement portal.
2. Once logged in, navigate to the **Shop** header in the top blue ribbon.
  - a. Select **Search Punchouts**.



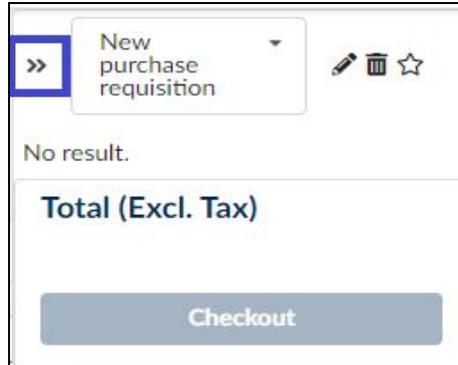
3. Before choosing the desired punchout, select the **Shaded shopping cart** in the far top right corner.



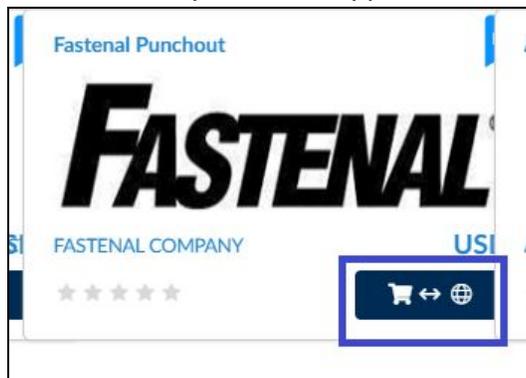
4. Confirm the text box highlighted reads **"New Purchase Requisition"**.



5. Then, select the **double arrows** to collapse the side menu.



6. Select the **Cart/Globe** button for the desired punchout supplier.



7. Complete the shopping from the desired supplier's website.

**Note:** 25 line items is the max amount of products you can purchase at one time for any requisition.

## Complete Requisition

1. Once checked out from the supplier's website and back in APP, fill out all fields with a **red asterisk** and confirm the following fields in the **Header** tab of the requisition:
  - a. **Requisition Type (must say Punch Out)**
  - b. **Name**
  - c. **Requestor**

A screenshot of a form titled "Header". It contains several fields:

- Requisition Status**: Deleted
- Requisition Type \***: Punch Out (highlighted with a blue box)
- Name \***: Test Fastenal Order
- Requester \***: Castillo Carlos

2. Confirm all **items** are only the selected ones from the supplier's punchout order.

<input type="checkbox"/>	#	Ref.	Short Description	Supplier
<input type="checkbox"/>	247626-1	11126952	1/4"-20 x 1/2" Zinc Finish SAE J429...	(FASTENAL COMPANY) FASTENAL COMPANY

3. Now, click the **Pencil** Icon to edit the item's budget information.
4. Select the **Tax** and fill-in the necessary budget information. Please note that **Account Template** or **Function** are required fields for successful encumbrance. If these are left blank then **Budget Fiscal Year, Unit, Fund, Appr Unit, Object, Task, and Department** must be entered.
5. Click **Save & Close** and complete the tax and budget information for each line item.

6. When finished entering accounting information for all the line items, click **Submit for Approval** at the top of the screen.