ARIZONA
PROCUREMENT PORTAL

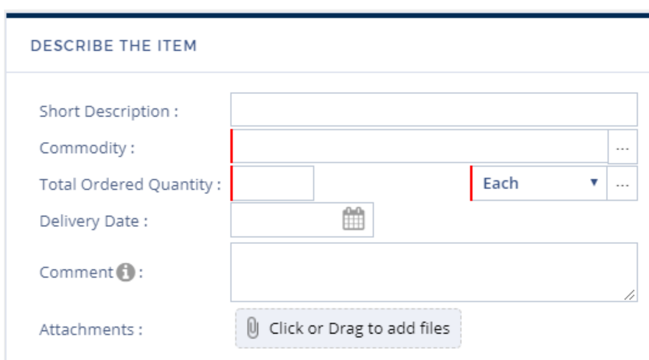
Creating Off-Contract Purchases

This document is a quick-reference guide for procurement users who need to create an off-contract purchase 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/.

Users will create an off-contract purchase for off-contract items that are not found in the hosted our punch-out catalogs. After the requisition is created, it will be routed for approval then sourcing. If the Requisitioner has sourcing rights and the requisition is within the delegated authority, the requisition will go to the Requisitioner for sourcing. If the requisition is not within the delegated authority, it will go to the Procurement Officer for sourcing. Once the requisition is ready for sourcing, the supplier and supplier contact will need to be identified before it becomes a PO.

Creating an Off-Contract Purchase

1. From any page in the APP, navigate to the **Procurement** drop-down menu and select **Create.**
2. From the Create Requisitions Page, select **Create Requisition**. For **Requisition Type** select “Off-contract ”.
3. Fill in Header information including **Site, Fiscal Year, Delivery Address** and **Invoicing Address**.
4. Click the **Save** button.
5. Select **Add a Line** and complete information on the Item page.



6. Click the **Save** button.
7. 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.
8. Click **Save & Close.**
9. Select **Submit for Approval**.