ARIZONA
PROCUREMENT PORTAL

Contract Authoring

This document is a quick-reference guide for procurement users who like to the Arizona Procurement Portal's (APP) contract authoring functionality when creating their contracts.).
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/

When creating a contract in APP, procurement users are able to take advantage of APP's contract authoring functionality, which allows procurement users to quickly facilitate the authoring of new contracts and take advantage of collaborative authoring, versioning and redlining within APP. Please note that although this functionality, procurements users are not required to use it at this time and can continue to draft their contracts offline and upload completed contracts into APP.

Using the Authoring Functionality

Once you have created and saved a draft contract in APP (please refer to the Creating Contracts and Awarding Sourcing Projects QRG for details), you will see an **Authoring** tab on the contract record. Please note that users identified as **Project Team** members on the **Contacts** tab are also able to make updates on the **Authoring** tab.

1. To begin using the authoring functionality, navigate to **Authoring** tab of the contract record.
2. After you navigate to the **Authoring** tab. Please refer to the next page for a description of all of the tools that are available on this tab.

Importing a Word Document:
1. To import an existing contract that you have saved as a Word document, click the **Click or Drag to add a file** button, select the contract file and then click **Open.**
2. Click the **Validate** button to finish importing your contract file. Please note that prior to clicking validate you can make changes to the displayed information similarly to how you can edit a Word document.
3. Your contract file has been imported. Now you can edit the contract directly in APP.
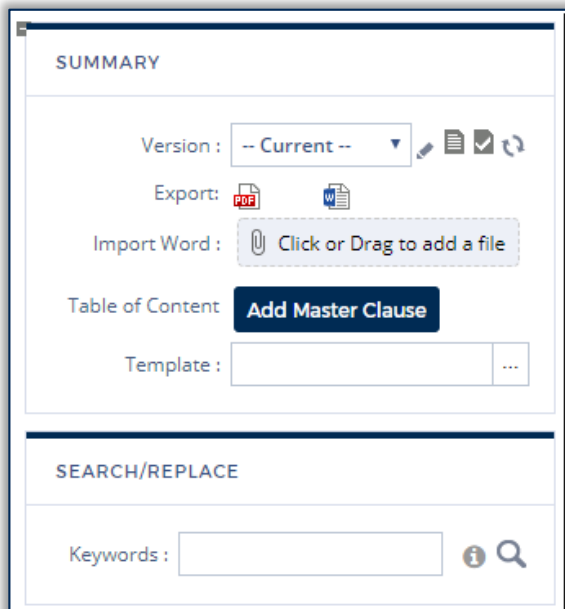4. Click the **Save** button once you are done making changes.

Adding a Clause:
1. To insert a clause, hover your mouse over in between sections on the contract and click the **New Clause** button.
2. Enter the text of your clause and use the formatting options as necessary.
3. Click the **Green Checkmark** icon to validate and save the clause.

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Using the Authoring Functionality *(continued)*

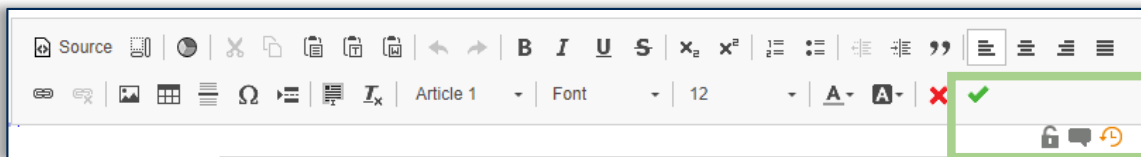While using APP contract authoring functionality, you have the following tools available:

Functionality	Description
Version	The drop-down menu allows you to select previous versions of the contract. The four icons all you to edit a version, create a version, mark all versions as read, and re-synch your current version with a previous version.
Export	Clicking the export icons will export your contract to PDF or Word.
Import Word	Clicking the **Click or Drag to add a file** button will allow you to import a Word document into the contract authoring tool
Add Master Clause	Clicking this button allows you add prepopulated contract blocks to your contract. Please note whenever a master clause is created it can reused on future contracts.
Template	At go-live no contract templates will be available, but as templates are added you can click the **Ellipsis** icon to search for and select a contract template. You can also save new templates by clicking this button.
Keywords	Click **Magnifying Glass** icon while holding the Ctrl button on your keyboard will you to quick do a find and replace on a particular phrase or word in your contract. This is particularly helpful if you are replacing boilerplate contract language.

Using the Authoring Functionality *(continued)*

In addition to the tools on the left side of the page, you will also see the following options on the center of the page while editing contract text:

Hovering over each icon will explain what it does, but in general the functionality is similar to any other word processer; however, the 3 icons highlighted in green above are important to understand:

Icon	Description
✔	Allows you to validate and save changes made to a clause.
🔓	Allows you to lock or unlock a particular clause of the contract.
💬	Allows you to leave a comment on a particular clause of the contract.
🕐	Allows you to see the edit history for a particular clause of the contract.

In addition, when your mouse is hovering between sections you will see 2 buttons, which allow you to add new clauses and/or master clauses:

Exporting a Completed Contract to the Exhibits Tab:
1. Once you have finished authoring your contract and it has been reviewed and approved by the necessary users, you can export it as a PDF that is automatically attached to the **Exhibits** tab of the contract. To do this, click on the **Other Actions** button.
2. Select **Generate Contract in "Exhibits" Tab.**
3. Select a **Document Type** of **Finalized Contract.**
4. Enter the **Title** of the **Contract.**
5. Click **Save & Close.**