

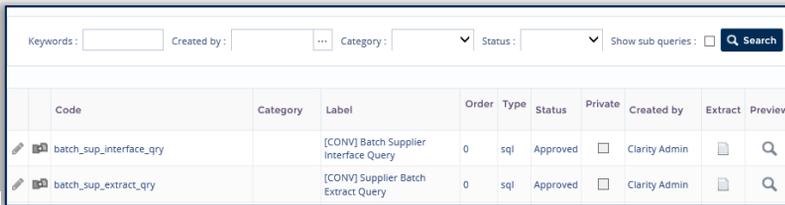
## S2C Queries

This document is a quick-reference guide for analysts who need to run S2C queries in the Arizona Procurement Portal (APP). 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/>.

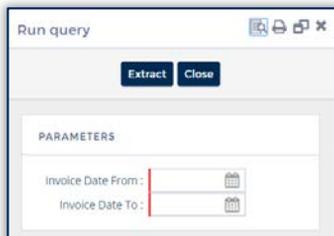
Queries will be available on user homepages and can be found in the Analytics section of APP. There will be 6 default S2C queries available to authorized users. You will learn how to run these queries and understand what each query is for.

### Running a Query

1. From any page in APP, navigate to the **Analytics** drop-down menu and select **Browse Queries**.
2. A list of queries will appear. Use the search bar and keywords and locate the query you would like to run.



3. Select the button in the **Extract** column.
4. Enter the **Parameters** to run the query.



5. Your query will download to your computer. You have successfully run a query.

### S2C Queries

These are the default S2C queries:

<b>Expiring Contracts in date range, by Org</b>	Enter a date range to see contracts expiring within that period (based on contract end date); fields provided includes max end date.
<b>Co-op contracts</b>	Report should show all the people that have co-op language in the contract
<b>Contracts by Status</b>	Contract #, Vendor Name & #, Expiration Date, Status of Contract
<b>Contract Nearing Max End Date</b>	Reports nearing end date
<b>Certificate of Insurance Expiration</b>	Will show a list of vendors and their associated contracts whose uploaded insurance certificate is readying the end of it's validity period
<b>Set-Aside Spend</b>	Spend of contracts marked as 'set-aside'