FY25 - APP Third & Fourth Quarter Training

The State Procurement Office continues to offer virtual training via Webex for **Procure to Pay** courses (*****with limited in-person training*****).

These sessions highlight the current version of APP and reviews common workflows for the respective process.

Note: Registration for training closes at 2 pm the day prior to the training.

To register for a session visit TraCorp (https://adoa.server.tracorp.com), and login:

1. Click **What do you want to learn?**
2. Type the course number in the **Search field**
3. Click the search button **Magnifying Glass** icon or press **Enter**.
4. Click the **Register** link
5. Users receive an email from Tracorp with Webex registration information for webinars.
6. Users receive an email from Tracorp with Webex registration information for webinars and training location information for in person training.
7. *****You are required to bring your company laptop for use during in person training.*****

If you have any questions or difficulty registering please contact the APP Help Desk at 602-542-7600.

APP Purchasing Process - Webinar

This class provides instruction for creating requisitions, converting to POs, and receiving in APP.

Topics Covered:
1. Creating Requisitions
    a. On-Contract
    b. Off-Contract
    c. Punch-out
2. Creating Receipts
3. Creating Returns

Course	Tracorp Course ID	Date	Time	Location
APP Purchasing Process	ADAPPRQ270	02/12/2025	9:00am - 1:30pm	**Arizona's Connected Workspace**
		04/16/2025	9:00am - 1:30pm	**Arizona's Connected Workspace**
		06/25/2025	8:30am - 12:30pm	**Arizona's Connected Workspace**
APP Purchasing Process	ADAPPRQ270-W	01/23/2025	10:00am - 12:30pm	Webinar
		03/25/2025	1:00pm - 3:30pm	Webinar
		05/08/2025	10:00am - 12:30pm	Webinar