

SPO ALERT

Date: July 31,2024
To: State Agencies
From: State Procurement Office
Re: Certificate of Insurance - Upload and Review Roundtable

The APP Training team will conduct two 30-minute virtual roundtable sessions to demonstrate:

- How a Supplier can upload their COI document
- How a Contract Manager can review the uploaded COI document

Following the demonstration will be a brief Q&A session with the Quality Assurance team.

Register to attend one of the following sessions in [Tracorp](#).

Course Code	Roundtable Date/Time
ADAPPRT100	August 8, 2024 11:00 AM
	August 8, 2024 3:00 PM

If you have any questions or concerns, please contact the APP Training Manager, Sullynna Mvula at sullynna.mvula@azdoa.gov