SPO ALERT

Date: 04/08/2021
To: State Agencies
From: State Procurement Office
Re: Upcoming APP Training

Monthly APP Training

To continue following social distancing guidelines, the State Procurement Office will continue to offer virtual training via Webex for all Source to Contract and Procure to Pay courses. SPO will provide additional information on when instructor-led training (ILT) will resume.

The scheduled webinars will be a condensed version of the normal APP training. These sessions will highlight the current version of APP reviewing common workflows for the respective process.

View the APP Fourth Quarter Training Calendar and follow the steps listed below to register.

APP Source to Contract - Webinar Series

Content Description: The State Procurement Office will be providing a APP Source to Contract webinar series. This webinar series will provide a deeper understanding on the Source to Contract process including; setting up a sourcing project, preparing a RFx, evaluating a RFx, contract creation, and contract amendments. Please find each session listed on the APP S2C Webinar Series Calendar with a brief description on what will be covered.

Prerequisites:
ADAPPAB100W - Arizona Procurement Portal Application Basics
ADAPPSC300 - Source to Contract

Registration Steps

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

1. Click on Assigned Content
2. Type in the course number in the search field
3. Click on the down arrow next to the search box and select, "Entire Catalog"
4. Click on the search button, Magnifying Glass icon
5. Click on the search result
6. Click on the "Register" button
7. Users will receive an email from Tracorp with Webex registration information.

If you have difficulty registering or have questions regarding the class please email John Jimenez at John.Jimenez@azdoa.gov.