

APP 176 Upgrade Training

The State Procurement Office is offering limited virtual training via Webex for the APP 176 Upgrade training. These sessions highlight the current updates to 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 log in:

1. Click **Assigned Content**
2. Type the course number in the **Search field**
3. Click the search button **Magnifying Glass** icon
4. Click the search result
5. Click the **Register** button
6. Users receive an email from Tracorp with Webex registration information for webinars and training location information for 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/In-Person

This class provides instruction for creating requisitions, converting to POs, receiving, and change orders in APP, along with new features due to the 176 upgrade.

***Company issued laptops are needed for all in-person sessions.**

Topics Covered:

1. Creating Requisitions
 - a. On-Contract
 - b. Off-Contract
 - c. Punch-out
2. Creating Receipts
3. Creating Returns
4. New features in APP

Course	Tracorp Course ID	Date	Time	Location
APP Purchasing Process	ADAPPRQ176-GEN	10/03/2023	8:00am - 12:00pm	Arizona's Connected Workspace
APP Purchasing Process	ADAPPRQ176-GEN	10/03/2023	1:00pm - 5:00pm	Arizona's Connected Workspace
APP Purchasing Process	ADAPPRQ176-GEN	10/04/2023	8:00am - 12:00pm	ADOA Conference Room 300
APP Purchasing Process	ADAPPRQ176-GEN	10/04/2023	1:00pm - 5:00pm	ADOA Conference Room 300
APP Purchasing Process	ADAPPRQ176-W	10/05/2023	8:00am - 12:00pm	Webinar
APP Purchasing Process	ADAPPRQ176-GEN	10/17/2023	8:00am - 12:00pm	ADOA Conference Room 300
APP Purchasing Process	ADAPPRQ176-GEN	10/17/2023	1:00pm - 5:00pm	ADOA Conference Room 300
APP Purchasing Process	ADAPPRQ176-GEN	10/18/2023	8:00am - 12:00pm	ADOA Conference Room 300
APP Purchasing Process	ADAPPRQ176-GEN	10/18/2023	1:00pm - 5:00pm	ADOA Conference Room 300

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APP Purchasing Process	ADAPPRQ176-W	10/19/2023	10:00am - 2:00pm	Webinar
APP Purchasing Process	ADAPPRQ176-W	10/31/2023	10:00am - 2:00pm	Webinar
APP Purchasing Process	ADAPPRQ176-W	11/02/2023	8:00am - 12:00pm	Webinar

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APP Source to Contract - Webinar/In-Person

This class provides instruction for the solicitation drafting/management and contract management.

Solicitation Creation and Awarding - Topics Covered:

1. Creating a Sourcing Project
 - a. Inviting Suppliers
 - b. Creating Questionnaire
 - c. Creating Items
2. Opening a Sourcing Project
 - a. View Offers
 - b. Evaluating
 - c. Awarding

Contract Creation and Management - Topics Covered:

1. Creating a Contract
2. Completing Contract Tabs
 - a. Validity Dates
 - b. Supplier Contacts
 - c. Items
 - d. Documents
3. Signing Contract
4. Amendments
 - a. Unilateral & Bilateral
5. New features in APP

Course	Tracorp Course ID	Date	Time	Location
APP Source to Contract Topic: Solicitation Creation and Awarding/Contract Creation and Management	ADAPPSC176-GEN	9/26/2023	8:00am - 4:30pm	ADOA Conference Room 300
APP Source to Contract Topic: Solicitation Creation and Awarding/Contract Creation and Management	ADAPPSC176-W	9/27/2023	8:00am - 12:00pm	Webinar
APP Source to Contract Topic: Solicitation Creation and Awarding/Contract Creation and Management	ADAPPSC176-GEN	9/28/2023	8:00am - 4:30pm	ADOA Conference Room 300
APP Source to Contract Topic: Solicitation Creation and Awarding/Contract Creation and Management	ADAPPSC176-W	10/10/2023	10:00am - 2:00pm	Webinar
APP Source to Contract Topic: Solicitation Creation and Awarding/Contract Creation and Management	ADAPPSC176-GEN	10/11/2023	8:00am - 4:30pm	ADOA Conference Room 300

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APP Source to Contract Topic: Solicitation Creation and Awarding/Contract Creation and Management	ADAPPSC176-GEN	10/12/2023	8:00am - 4:30pm	ADOA Conference Room 300
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