

# FY23 - APP First & Second Quarter Training

The State Procurement Office continues to offer virtual training via Webex for all Source to Contract and Procure to Pay courses.

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 **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.
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, receiving, and change orders in APP.**

### Topics Covered:

1. Creating Requisitions
  - a. On-Contract
  - b. Off-Contract
  - c. Punch-out
2. Creating Receipts
3. Creating Returns
4. Change Orders
  - a. Quantity Change Order
  - b. Admin Change Order

Course	Tracorp Course ID	Date	Time	Location
APP Purchasing Process	ADAPPRQ270	7/19/2022	9:00am - 11:30am	Webinar
APP Purchasing Process	ADAPPRQ270	8/25/2022	8:00am - 12:00pm	ADOA Conf Rm 300
APP Purchasing Process	ADAPPRQ270	9/21/2022	10:00am - 12:30pm	Webinar
APP Purchasing Process	ADAPPRQ270	10/20/2022	8:00am - 12:00pm	ADOA Conf Rm 300
APP Purchasing Process	ADAPPRQ270	11/15/2022	9:00am - 11:30am	Webinar
APP Purchasing Process	ADAPPRQ270	12/13/2022	8:00am - 12:00pm	ADOA Conf Rm 300

## APP Source to Contract - Webinar

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

**Note:** To review the entire Source to Contract process users should register for both webinars.

### Solicitation Creation and Awarding - Topics Covered (First Webinar):

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 (Second Webinar):

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

Course	Tracorp Course ID	Date	Time	Location
APP Source to Contract <b>Topic: Solicitation Creation and Awarding</b>	ADAPPSC300	7/26/2022	9:00am - 11:00am	Webinar
APP Source to Contract <b>Topic: Contract Creation and Management</b>	ADAPPSC300	7/27/2022	9:00am - 11:00am	Webinar
APP Source to Contract <b>Topic: Solicitation Creation and Awarding</b>	ADAPPSC300	9/27/2022	9:00am - 11:00am	Webinar
APP Source to Contract <b>Topic: Contract Creation and Management</b>	ADAPPSC300	9/28/2022	9:00am - 11:00am	Webinar
APP Source to Contract <b>Topic: Solicitation Creation and Awarding</b>	ADAPPSC300	11/29/2022	10:00am - 12:00pm	Webinar
APP Source to Contract <b>Topic: Contract Creation and Management</b>	ADAPPSC300	11/30/2022	10:00am - 12:00pm	Webinar