

FY24 - APP Third & Fourth Quarter Training

The State Procurement Office continues to offer virtual training via Webex for all Source to Contract and Procure to Pay courses (**with limited in-person training for 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 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.
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:				
<ol style="list-style-type: none"> 1. Creating Requisitions <ol style="list-style-type: none"> 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	01/25/2024	9:00am - 11:30am	Webinar
APP Purchasing Process	ADAPPRQ270	02/13/2024	8:30am - 12:30pm	*Arizona's Connected Workspace
APP Purchasing Process	ADAPPRQ270	03/12/2024	2:00pm - 4:30pm	Webinar
APP Purchasing Process	ADAPPRQ270	04/16/2024	9:00am - 1:30pm	*Arizona's Connected Workspace
APP Purchasing Process	ADAPPRQ270	05/09/2024	9:00am - 11:30am	Webinar