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 Source to Contract - Webinar

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

Note: Users should register for both webinars to review the entire Source to Contract process.

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 **Topic: Solicitation Creation and Awarding**	ADAPPSC300	01/23/2024	10:00am - 12:30pm	Webinar
APP Source to Contract **Topic: Contract Creation and Management**	ADAPPSC300	01/24/2024	10:00am - 12:30pm	Webinar
APP Source to Contract **Topic: Solicitation Creation and Awarding**	ADAPPSC300	03/13/2024	2:00pm - 4:30pm	Webinar
APP Source to Contract **Topic: Contract Creation and Management**	ADAPPSC300	03/14/2024	2:00pm - 4:30pm	Webinar
APP Source to Contract **Topic: Solicitation Creation and Awarding**	ADAPPSC300	05/07/2024	9:00am - 1:30pm	Webinar
APP Source to Contract **Topic: Contract Creation and Management**	ADAPPSC300	05/08/2024	9:00am - 1:30pm	Webinar