



## FY26 - APP First & Second Quarter Training

The State Procurement Office continues to offer virtual training via Webex for Source to Contract 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 **What do you want to learn?**
2. Type the course number in the **Search field**
3. Click the search button **Magnifying Glass** icon or press **Enter**.
4. Click the **Register** link
5. Users receive an email from Tracorp with Webex registration information for webinars.

**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:** 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 - W	7/16/2025	11:00am - 1:30pm	Webinar
APP Source to Contract <b>Topic: Contract Creation and Management</b>		7/17/2025	11:00am - 1:30pm	Webinar
APP Source to Contract <b>Topic: Solicitation Creation and Awarding</b>		9/9/2025	10:00am - 12:30pm	Webinar
APP Source to Contract <b>Topic: Contract Creation and Management</b>		9/10/2025	10:00am - 12:30pm	Webinar
APP Source to Contract <b>Topic: Solicitation Creation and Awarding</b>		11/19/2025	10:00am - 12:30pm	Webinar
APP Source to Contract <b>Topic: Contract Creation and Management</b>		11/20/2025	10:00am - 12:30pm	Webinar