

ProcureAZ Training Alert

Date: March 7, 2012

To: Agency Leads

From: ProcureAZ Help Desk

Re: March Training Opportunity

ProcureAZ Help Desk Staff is providing the following classroom training in March:

Basic Navigation, On- & Off-Contract Purchasing and Receiving for Limited Delegation Users

Thursday, March 15th, 8:00a - 12:00p

This class provides basic instruction on navigating ProcureAZ, creating on- and off-contract requisitions and purchase orders and receiving. It is intended for new users but may also be beneficial for those wishing to review the purchasing process.

To register login in to HRIS (https://portal.hris.azdoa.gov/CES/ces_login.jsp), go to Employee Training, select Registration by Category, select ADOA Courses, then scroll through the list to find ADSPO200. Click on ADSPO200 and register for Session 89. Space is limited.