

ProcureAZ Training Alert

Date: April 10, 2012

To: Agency Technical Leads and Users Group Members

From: ProcureAZ Help Desk

Re: April Training Opportunity

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

Basic Navigation, On- & Off-Contract Purchasing and Receiving Thursday, April 19th, 8:30a - 12:30p

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 in ProcureAZ. **This class is a requirement to receive a login ID and password for ProcureAZ.**

To register login 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 90. Space is limited.

Questions should be directed to the Help Desk at 602-542-7600 or procure@azdoa.gov.

Please forward this alert to ProcureAZ users in your agency you feel will be interested in training.

PROCUREAZ HELP DESK
602-542-7600
procure@azdoa.gov

PROCUREAZ ALERTS are available
online at <http://spo.az.gov>