
From: procure
Sent: Tuesday, September 26, 2017 12:08 PM
To: procure
Subject: ProcureAZ Alert: ProcureAZ Training Opportunities for October

ProcureAZ Training Alert

Date: September 26, 2017
To: Agency ProcureAZ Users
From: ProcureAZ Help Desk
Re: ProcureAZ Training Opportunities for October

The following ProcureAZ classroom trainings are available for registration through HRIS/YES:

PAZ000200C – PAZ ON & OFF CONTRACT ORDERING

This class provides basic instruction for ordering both on and off contract goods and services in ProcureAZ version 12.5.

Course	Session	Date	Time	
PAZ000200C	350	10/11/2017	8:30am – 12:30pm	SPO TRAINING – PHX
PAZ000200C	355	10/17/2017	1:00pm – 5:00pm	SPO TRAINING – PHX

PAZ000210C – SOLICITATIONS & CONTRACT MGMT

This class provides instruction for the solicitation drafting/management and contract management for Basic Purchasing (BP) users in ProcureAZ version 12.5.

Course	Session	Date	Time	
PAZ000210C	525	10/18/2017	9:00am – 3:00pm	SPO TRAINING – PHX

Prerequisites are enforced for these courses. In order to register you must have passed ONE of the following:

- ADSP0200 BASIC NAVIGATION (Classroom)
- ADSP0200C BASIC NAVIGATION (CBT)
- PAZ00012_S DOCUMENT APPROVALS IN PAZ (CBT)
- PAZ00010_S Basic Navigation in ProcureAZ (CBT)

To register log in to TraCorp (<https://adoa.server.tracorp.com>), and login:

1. Click on Assigned Content.
2. Type in the course number in the search field.
3. Click on the down arrow next to the search box and select, "Entire Catalog".
4. Click on the search button, Magnifying Glass icon.
5. Click on the search result
6. Click on the "Register" button

If you have difficulty registering or have questions regarding the class please call the Help Desk at 602-542-7600 (option 3) or email procure@azdoa.gov.