

From: [procure](#)
To: [procure](#)
Subject: PROCUREAZ TRAINING ALERT : Available Classes in September
Date: Wednesday, September 03, 2014 10:56:21 AM

ProcureAZ Training Alert

Date: September 3, 2014

To: Agency Technical Leads and User Group Members

From: ProcureAZ Help Desk

Re: ProcureAZ Training Opportunity - On and Off Contract Ordering in ProcureAZ and Solicitations & Contract Management

The following ProcureAZ classroom training is available for registration through HRIS/YES:

ADSP0202 - ON/OFF CONTRACT ORDERS IN PROC
Wednesday, September 17th, 9:30am – 12:30pm (Session 35)

This class provides basic instruction for ordering both on and off contract goods and services in ProcureAZ. **Passing ADSP0200 or 200C Basic Navigation is a prerequisite for this course.**

PAZ000210C - SOLICITATIONS & CONTRACT MGMT
Thursday, July 17th, 9:00am – 4:00pm (Session 5)

This class provides basic instruction for creating and awarding a bid with follow on contract management in ProcureAZ. **Passing ADSP0200 or 200C Basic Navigation and having Basic Purchasing role is a prerequisite for this course.**

To register log in to HRIS/YES (https://portal.hris.azdoa.gov/CES/ces_login.jsp), select Employee Training in the menu on the left, then select Registration by Category, and finally select ADOA Courses. Scroll through the list in the small window on the top right to find:

ADSP0202 ON/OFF CONTRACT ORDERS IN PROC (you can sort the courses alphabetically by clicking on the column heading 'Course'). Click on the course number (**ADSP0202**) and register for **Session 35** in the middle window on the right.

PAZ000210C Solicitations and Contract Management in ProcureAZ (you can sort the courses alphabetically by clicking on the column heading 'Course'). Click on the course number (**PAZ000210C**) and register for **Session 5** in the middle window on the right.

You will receive an email confirming your registration.

If you have difficulty registering please call the Help Desk at 602-542-7600 or email procure@azdoa.gov.

PLEASE LET THE HELP DESK KNOW IF YOU NEED TO CANCEL YOUR

**REGISTRATION.
THIS IS A VERY POPULAR CLASS AND WE ALWAYS HAVE A WAIT LIST.**

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>