

# Buyer Training

Recognizing buyers' continued need and interest for our services, in-person training sessions are available online and we continue to offer all regularly scheduled training webinars, as well.

Our course offerings include an overview of Statewide Contracts, policies and procedures related to procuring and purchasing goods and services, a wide array of COMMBUYS classes — our purchasing and procurement portal — and our Strategic Sourcing Certificate Program. To learn more, visit [mass.gov/osd](https://mass.gov/osd) and search Register for Buyer Training or email us at [OSDTraining@mass.gov](mailto:OSDTraining@mass.gov).

## Training Catalog

### **Introduction to Statewide Contracts and COMMBUYS**

This course, modified from the in-person course, covers information on how to use Statewide Contracts and COMMBUYS. This class should be attended by all new and existing procurement and purchasing staff (eligible entities included) responsible for purchasing goods, supplies, equipment, or services from Statewide or Departmental Contracts as needed for agency operations.

### **Essentials of State Procurement (Parts I and II)**

This is a prerequisite class for the Strategic Sourcing Certificate Program (SSCP). You must register for and attend both Parts I and II to receive course completion credit. This course introduces procurement professionals to the Operational Services Division (OSD) and how the state manages the procurement of goods and services. The class also provides an overview of the policy and procedures related to purchasing and procuring goods and services in the Commonwealth. In addition, participants will receive hands-on training in COMMBUYS to search for Statewide Contracts, goods and services, as well as bids, contracts, and sellers.

### **Strategic Sourcing Certificate Program**

The Strategic Sourcing Certificate Program (SSCP) is a five-day course designed to educate Commonwealth Procurement Professionals about strategic sourcing fundamentals to conduct effective procurements on behalf of their agencies. Note — ***Essentials of State Procurement*** is a prerequisite class.

### **How to use Master Blanket Purchase Orders (Statewide Contracts)**

This one-hour webinar includes an overview of the Operational Services Division (OSD) and Statewide Contracts. Attendees will learn how to locate Statewide Contracts in COMMBUYS and what resources and tools are available on the OSD website. We also will provide information on some OSD cost-saving programs.

### **COMMBUYS Purchasing – Creating Release Requisitions & Purchase Orders (Parts I and II)**

Participants receive an in-depth overview of the Commonwealth's purchasing process and policy, as well as hands-on practice using COMMBUYS with an emphasis on the process of making Statewide Contract purchases. You must register for and attend both Parts I and II to receive course completion credit.

### **COMMBUYS PunchOut & Line Item Catalog Ordering**

This webinar provides instruction on how to order catalog items in COMMBUYS, either as fixed price items or as zero dollar items where the item price may fluctuate over the life of the contract, as well as ordering through a vendor's customized online purchasing portal (PunchOut).



## Training Catalog Continued

### **COMMBUYS Purchasing Training for Non-Profits and Other Eligible Entities**

Participants from eligible non-profits will learn to use COMMBUYS to search for goods/services and create a Requisition. The scope of this class also provides an introduction to COMMBUYS, new terminology, systems navigation, and policy.

### **Advanced Purchasing in COMMBUYS**

Targeting more experienced COMMBUYS users, this class includes instruction and hands-on activities to purchase from Solicitation Enabled Release Contracts and enter in after-the-fact purchases through either a Request for Payment Authorization (RPA) Release Requisition or an RPA Requisition. **COMMBUYS Purchasing** is a prerequisite.

### **COMMBUYS Procurements**

This session is recommended for staff with the responsibility of conducting procurements for goods and/or services not available on a Statewide Contract.

### **COMMBUYS Request for Payment Authorization (RPA) Release & RPA Release-Enabled Contracts**

This webinar will provide instructions on how to create an RPA Release Requisition in COMMBUYS and convert an RPA Release Requisition to a Release Purchase Order for a product that already has been purchased or services that already have been provided.

### **COMMBUYS Organization Administrator: Set-Up and Maintenance**

Organization Administrator training provides an in-depth review of and hands-on practice with COMMBUYS, specifically covering the Organization information, approval process, workflow, and user profile setup activities.

### **COMMBUYS How to Create a Departmental Master Blanket Purchase Order**

The goal of this class is to assist Executive Agency/Department procurement professionals in setting up Departmental contracts in COMMBUYS. Note — **COMMBUYS Procurement** is a prerequisite class.

## Further Information

OSD offers step-by-step guidance for using COMMBUYS. Link to these resources at [mass.gov/OSD](http://mass.gov/OSD):

Search [Buyer Training Courses](#) and select the [Job Aid for Buyers](#) link on the right side of the page under Related.

For COMMBUYS assistance, call the OSD Help Desk, Monday to Friday, 8 a.m. to 5 p.m. at (888) MA-State or email [OSDHelpDesk@mass.gov](mailto:OSDHelpDesk@mass.gov).

Contact OSD Training at [OSDTraining@mass.gov](mailto:OSDTraining@mass.gov).

