

TRAINING TUESDAYS

10/29/19

- **Monthly BidBuy Training**
- **Marking documents confidential**
- **Multiple PO's for Same Items/One Vendor**
 - Stringing
- **Next week**
 - update on a 2nd BidBuy training (depending on availability)
 - Rebid process

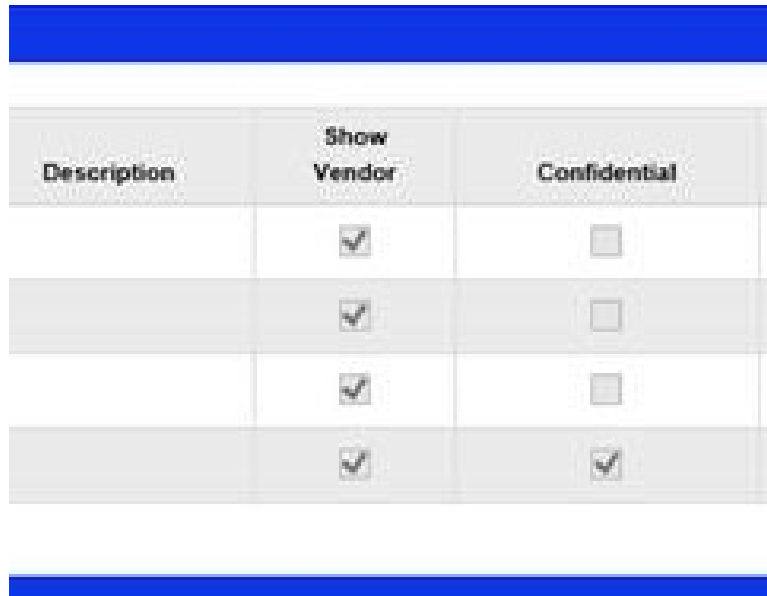
MONTHLY BIDBUY TRAINING

- Wednesday, November 13th 10:00am – 3:30pm
 - Due to demand, will work on a second date for November
- CDB computer lab @ Stratton Building
- Perfect for those new to BidBuy
- What will be covered?
 - General Navigation, Releases Off Masters, Small Purchases, workflow in BidBuy
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MARK DOCUMENTS CONFIDENTIAL

- Quotes and Bid Tab documents must be appropriately marked “Confidential”



Description	Show Vendor	Confidential
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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STRINGING

- Dividing or planning procurements to avoid use of competitive procedures (stringing) is prohibited.
- Periodic Purchases of similar supplies from several different vendors to maintain inventory is not stringing unless the purchases are planned to avoid the use of competitive procedures.



WHAT WILL WE DISCUSS ON TRAINING TUESDAYS?

- CPO Notices
- CPO Memos
- New Forms, processes, etc.
- BidBuy Training – updates to the system
- Procurement Training
- Helpful Tips
- And More!



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QUESTIONS?

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