

# TRAINING TUESDAYS

## 11/5/19

- **Monthly BidBuy Training – new dates added**
- **Difference between the two different Informal Bid check boxes (Req vs Bid)**
- **Reminder from last week: Marking documents confidential**
- **Fun Fact**
- **Next week**
  - Rebid process

## MONTHLY BIDBUY TRAINING – NEW DATES ADDED

- Tuesday, November 26<sup>th</sup> 10:00am – 3:30pm
- Wednesday, December 4<sup>th</sup> 10:00am – 3:30pm
  - CDB computer lab @ Stratton Building (Room 320)
- Perfect for those new to BidBuy
- What will be covered?
  - General Navigation, Releases Off Masters, Small Purchases, workflow in BidBuy
  
- [David.Littrell@Illinois.gov](mailto:David.Littrell@Illinois.gov)



# Vendors Tab at the Req stage

## Validation Warnings

Recommended vendor.

# 1: No vendor, and there is no recommended vendor at header level.

Vendor ID	Alternative ID	Vendor Name	Preferred Del
<input type="text"/>			

**With Informal Bid On Web**



This will be checked for Small Purchases Under \$10

Unit Prices to Vendors

Vendor to Change Quantity

Vendor to Change UOM

Vendor participation

Restricted informal bid, all vendors can view and respond

Restricted informal bid, only selected vendors can view and respond

## Informal Bid Date Section

Date:\*(MM/DD/YYYY HH:MM:SS AM or PM)

Release Date:(MM/DD/YYYY HH:MM:SS AM or PM)

Start Date:(MM/DD/YYYY)

Save & Continue

Lookup & Ac



# General Tab at the Bid Stage

es(1) Bidders Questions Amendments Q & A Reminders Summary

20-588IEMA-MGMTA-B-3853

2BI - In Progress

Email

MGMTADMIN588 - Management and Administration

AA001 - Management and Administration

10/22/2019 10:11:00 AM

Open Bid

Always

Open Market

No

Description:\*

Purchaser:\*

Type Code\*:

Fiscal Year:

Organization:

Allow Electronic Response:

Bid Opening Date:\*(MM/DD/YYYY HH:MM:SS AM

Purge Date:(MM/DD/YYYY)

Informal Bid:

Estimated Cost:

Alternate ID:

Print Format: \*

Enable Rolling Enrollment:

Enable Open Enrollment:

**This will NOT be checked.  
Small Purchase \$10K and  
Above. Under \$10K  
would not go to Bid  
Stage.**



## 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"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



# 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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