

# TRAINING TUESDAYS

## 12/03/19

- Exciting announcement about BidBuy v.15
- New Training Center section on CPO-GS site
- State Use drop-down is now at PO only
- Fun Fact
- New Training email: [CPOGS.Training@Illinois.gov](mailto:CPOGS.Training@Illinois.gov)

## BIDBUY V15 IS COMING SOON!

- Go-Live will be early 2020
- Testing is underway
- Training will be forthcoming on changes
- All agencies will go live on the same date
- Sneak Peek next week



# NEW TRAINING CENTER

- <https://www2.illinois.gov/cpo/general/pages/default.aspx>



**Calendar of Events**

**Training Center**

## Welcome to the Chief Procurement Office

Welcome and thank you for visiting our web site. Whether you are a company looking for business opportunities, a State employee seeking procurement resources, or a citizen interested in knowing what the State is buying and from whom, the Chief Procurement Office will guide you through the procurement maze. Our talented and dedicated staff ensures that more than \$7 billion in procurements under the jurisdiction of the CPO for General Services are fair, transparent, accountable, and in the best interest of the State.



# NEW TRAINING EMAIL ADDRESS

## CPOGS.TRAINING@ILLINOIS.GOV

- Please use this email address for scheduling/registering any future trainings



# SPECIAL PROCUREMENT RATIONALE - STATE USE DROPDOWN IN BIDBUY

This has been moved to the PO only. State Use Committee only meets quarterly.

SPO Name * :	<input type="text"/>
Agency Reference Number :	<input type="text"/>
Special Procurement Rationale :	State Use ▼
Has the approved State Use Request Form and Authorization Letter been attached? * :	Yes ▼
Brand Name :	No ▼
Is this a Small Business Set Aside Procurement? * :	▼
Is there a BEP/VBP Participation Goal? * :	Yes ▼



## MONTHLY BIDBUY TRAINING

- Wednesday, January 22nd 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
- [Cpogs.training@Illinois.gov](mailto:Cpogs.training@Illinois.gov) to register



## FUN FACT – DECEMBER 3RD

- On this day in 1818, Illinois became the 21<sup>st</sup> state.



# 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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