

# TRAINING TUESDAYS

## 12/17/19

- **New Required Field in BidBuy: “Notice of Award Amount”**
- **New Job Aids have been posted to reflect NOA Amount field**
- **Adding Vendors at the Requisition (Small Purchases under \$10,000)**
- **BidBuy Monthly Training – new dates added (1/16 and 1/29)**
- **No Training Tuesday next Tuesday**
- **Fun Fact**

## 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



## NEW FIELD IN BIDBUY – AT PO STAGE

- “Notice of Award Amount”: this includes all Renewal terms. It should match the NOA attached at the Bid.
- Note: Small Purchases do NOT require a Notice of Award, but this field will still be required for reporting purposes.
- Required Field beginning December 16<sup>th</sup>

SAP Vendor Number * :	<input type="text"/>
Full SAP Contract Value * :	<input type="text"/>
<b>Notice of Award Amount :</b>	<input type="text"/>
No-Cost Contract? :	No ▼
Release Begin Date : (MM/DD/YYYY)	<input type="text"/> 
Release End Date : (MM/DD/YYYY)	<input type="text"/> 
Is there a BEP/VBP Participation Goal? :	▼
BEP Goal Percentage :	<input type="text"/>
VBP Goal Percentage :	<input type="text"/>



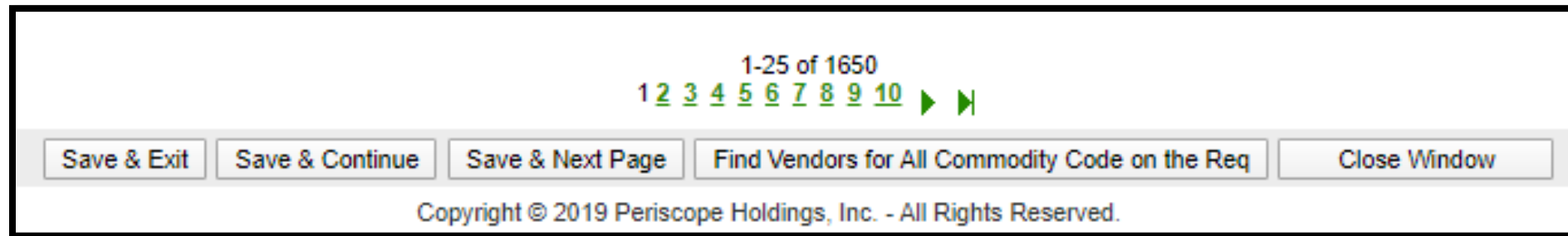
## JOB AIDS UPDATED TO INCLUDE NOA AMOUNT FIELD

- IFB
- RFP
- Sole Source
- Small Purchase



## ADDING VENDORS AT THE REQUISITION STAGE (SMALL PURCHASE UNDER \$10,000)

- If there is more than one page of vendors listed, select “Save and New Page” in order to select all vendors.



## MONTHLY BIDBUY TRAINING – NEW DATES ADDED

- Thursday, January 16<sup>th</sup> 10:00am – 3:30pm
- Wednesday, January 29<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
- [Cpogs.training@Illinois.gov](mailto:Cpogs.training@Illinois.gov) to register



## FUN FACT – DECEMBER 17TH

- **1903 - The Wright brothers make the first controlled powered, heavier-than-air flight in the Wright Flyer at Kitty Hawk, North Carolina.**
- In 1907, the U.S. Army showed interest in the Wright brothers. Rather than directly offering them a contract, the U.S. Signal Corps announced an advertisement for bids to construct an airplane. After receiving many bids, the Wright Brother's aircraft design and performance specifications was the only viable option for the Army. Therefore, the first contract for the "heavier-than-air flying machine" (the first U.S. military airplane) was awarded in 1908 for \$25,000 by the U.S Army to the Wright brothers.



# 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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