

TRAINING TUESDAY

01/07/19

- **Reminder: BidBuy users who should be deactivated**
- **BidBuy Monthly Training v15 – new dates added (1/16 and 1/29)**
 - ***Note: one opening for training tomorrow (1/8)**
- **Error when downloading IPG documents**
- **Activity: Small Purchase Under \$10,000 in v15**
- **Fun Fact**

MONTHLY BIDBUY TRAINING v15 – NEW DATES ADDED

- Thursday, January 16th 10:00am – 3:30pm
- Wednesday, January 29th 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 to register



FUN FACT – JANUARY 7TH

- **1714 - The world's first patent (#395) for a "Machine for Transcribing Letters" was granted in England by Queen Anne to Henry Mill. This first planned typewriter was never actually produced.**



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!



Cpogs.training@Illinois.gov



QUESTIONS?

5