

TRAINING TUESDAY

01/14/19

- **BidBuy Monthly Training v15 – new date added (2/13)**
- **BidBuy v15 – testing underway**
- **Intermittent error when downloading IPG documents**
- **Overview of CPO-GS site**
- **Fun Fact of the Day**

MONTHLY BIDBUY TRAINING v15 – NEW DATES ADDED

- Thursday, February 13th 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



CPO-GS WEBSITE OVERVIEW

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



The screenshot shows the top portion of the Chief Procurement Office website. The header is dark blue with the Illinois State Seal on the left, the text "CHIEF PROCUREMENT OFFICE" and "Ellen H. Daley, General Services" in the center, and a search bar on the right. Below the header is a black navigation bar with white text for "Home", "Statutes & Rules", "Chief Procurement Offices", "Publications & Reports", "Links", "Contact Us", and "Jobs". The main content area features a large image of a statue of Abraham Lincoln with a quote on the left and a green sidebar on the right with the heading "Are You A..." and a list of roles: "Citizen", "State Employee", "Lobbyist", and "Vendor".

 **CHIEF PROCUREMENT OFFICE**
Ellen H. Daley, General Services

Search 

 *Illinois Executive Ethics Commission*

Home Statutes & Rules Chief Procurement Offices ▾ Publications & Reports Links Contact Us Jobs

*"My purpose is to be,
in my action, just
and constitutional;
and yet practical,
in performing the
important duty, with
which I am charged..."*

August 7, 1863

Are You A...

- Citizen
- State Employee
- Lobbyist
- Vendor



FUN FACT OF THE DAY— THE FIRST PROCUREMENT PROFESSIONALS

- In the ancient world, supplies, materials, and workers were routinely recorded. One of the earliest known examples of this date back to the construction of the The Great Pyramid of Giza (2325 BCE). Using papyrus scrolls, scribes tracked orders through fulfillment, effectively becoming history's first procurement professionals.



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!



David.Littrell@Illinois.gov



QUESTIONS?

6