

# **TRAINING TUESDAY**

## **02/11/2020**

- **BidBuy v15 Go-Live Date announcement**
- **BidBuy Monthly Training v15 – (2/13)**
- **Adding more than 25 vendors at Requisition**
- **FAQ segment: Actual Begin/End Date vs Release Begin/End Date**
- **Fun Fact of the Day**

## EXCITING NEWS!

- Drum roll, please...



# BIDBUY VERSION 15 IS HERE!



- V15 Go-Live will be Tuesday, February 18
- It will be loaded over the weekend
- \*\*Please Note: Sunday Feb 16<sup>th</sup> – BidBuy will be down



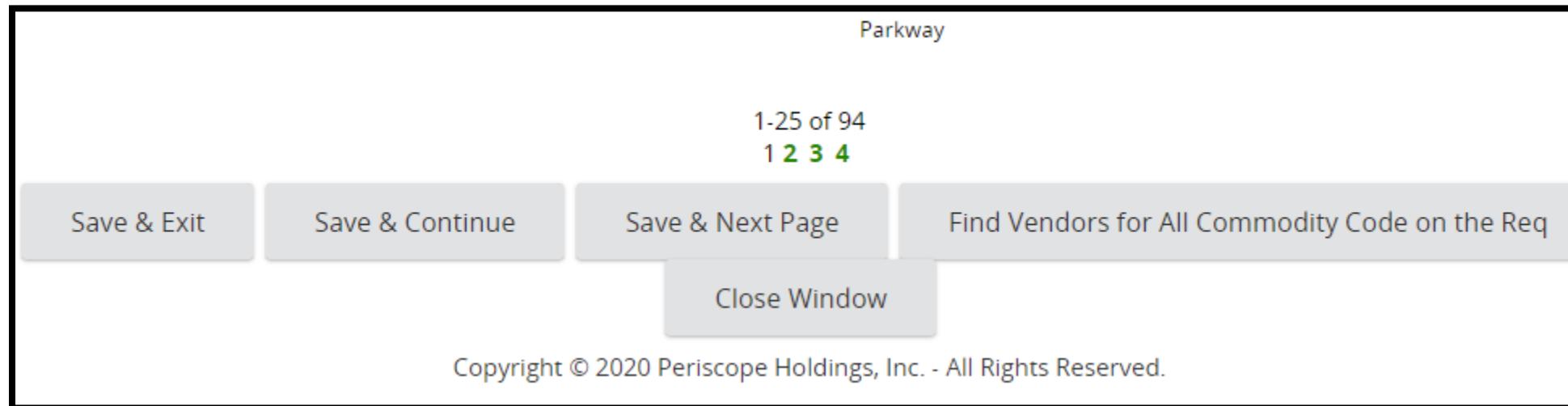
## MONTHLY BIDBUY TRAINING V15 (6 SPOTS AVAILABLE)

- Thursday, February 13<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



## ADDING VENDORS AT REQUISITION (SMALL PURCHASES LESS THAN \$10,000)

- If there are more than 25 vendors listed:
- Select all vendors (checkbox) and select “Save and Next Page” at the bottom
- Repeat the steps for each page of vendors



## FAQ – ACTUAL BEGIN/END DATE VS RELEASE BEGIN/END DATE

- “Why is Actual Begin and End Date a required field and Release Begin/End Date not required?”
  - PO’s cannot print differently based on what type of PO it is
  - Comptroller needs to see the Release Begin/End Date (for ROM’s only)
  - For ROMs, these dates can match
  - For any other procurement type, you would potentially have a contract begin and end date. For any procurement type other than ROM, we wouldn’t want “Release Begin/End Date” to be a required field.



## FUN FACT:

### ALWAYS READ YOUR CONTRACT DOCUMENTS

- In the 1980's, Van Halen's standard performance contract contained a provision calling for them to be provided backstage with a bowl of M&Ms from which all the brown candies had been removed.
- The “Why” is more important than the “What”
  - While the underlined rider entry has often been described as an example of rock excess, the outlandish demand of multimillionaires, the group has said the M&M provision was included to make sure that promoters had actually read its lengthy rider. If brown M&M's were in the backstage candy bowl, Van Halen surmised that more important aspects of a performance--lighting, staging, security, ticketing--may have been botched by an inattentive promoter.



David.Littrell@Illinois.gov



QUESTIONS?

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