

TRAINING TUESDAY 10/06/2020



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- Updated Job Aids posted – new small business field at PO stage
- Small Purchases – Electronic Only
- Reminder: Only SPO's apply Bid Amendments
- BidBuy Monthly Training will be the second Wednesday of each month
- Fun Fact of the Day

JOB AIDS UPDATED: NEW SMALL BUSINESS FIELD AT PO

- This new custom column is now a required field on all PO's.
- It is currently defaulted to "No" but beginning October 15th it will default to being blank and an answer will be required to be entered.
 - This allows for PO's that were in "Ready for Approval" status to not have to go back through the approval paths.
- Be sure to check if utilizing a SBSP vendor for reporting accuracy. This includes all procurements (Small Purchase, IFB, RFP, Sole Source, Releases, etc.)
- Only at PO now

Is this a Small Business Set Aside Procurement?:

Are you utilizing an active, registered Small Business Set Aside Vendor?:

“HOW DO I KNOW IF I AM AWARDING A SBSP VENDOR?”

- Previous process was to check IPG. You can still do this, but the information is already in BidBuy.
- 1. Select the Vendor ID link in the Vendor Tab (“V0001234”)
- 2. Select “Terms and Categories” tab. Scroll down to the bottom of page to confirm the vendor is registered SBSP or not.



SMALL PURCHASES OVER \$2000: ELECTRONIC SUBMISSIONS IN BIDBUY ONLY

- Vendor will enter pricing in Items Tab
- Currently looking at the first of the year 2021.
- Benefits:
 - Agency personnel will not have to enter pricing on behalf of vendors, thereby saving time and minimizing any chance of error.
 - All procurement information is in one place. No chance of missing email quotes that should have been entered, as well as attaching emails to the procurement file.
 - Less work for you!
- Vendor perspective:
 - Bidbuy is no longer a new system and many vendors submit in BidBuy anyway.
 - All of their quote activity is in one place.



BIDBUY ACTIVITY – SEARCH FILE



When attaching standard documents or blank forms, you can use the Search File feature to load documents previously attached in BidBuy.

1. Add File
2. Search File (instead of Choose File)



MONTHLY BIDBUY TRAININGS WILL NOW BE THE SECOND WEDNESDAY OF EACH MONTH

- Next Trainings: October 14, November 12 (second Wednesday in November is Veterans Day), and December 9
- 9:30 AM – Introduction, Overview, General Navigation
- 10:45 AM – Small Purchase Under \$10,000
- 1:00 PM – Small Purchase \$10,000 and Over
- 2:30 PM – Release Off Master

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QUESTIONS?

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NATIONAL COACHES DAY



It's also Elizabeth Shue's birthday! (Dave's childhood crush) 😊

