

# Buyer Training Catalog

Whether you are a seasoned public purchasing professional who needs a refresher, someone just starting out, or somewhere in between, the Operational Services Division's (OSD) Training team is here to help with a catalog of **free** courses designed to help get you on the road to success. Visit [mass.gov/osd](https://mass.gov/osd) and click OSD Training to learn more and [register!](#)

## Classroom-Based

### **Introduction to Statewide Contracts and COMMBUYS**

Through hands-on exercises, this course covers information on how to use Statewide Contracts and COMMBUYS. This class should be attended by all new and existing procurement and purchasing staff (eligible entities included) responsible for purchasing commodities, supplies, equipment, or services as needed for agency operations from Statewide or Departmental contracts.

### **Essentials of State Procurement**

The class provides an overview of the policy and procedures around procuring and purchasing goods/services in the Commonwealth. Participants will have hands-on experience in COMMBUYS navigation searching for state contracts, goods and services, bids, contracts, and vendors.

### **COMMBUYS Purchasing – Creating Release Requisitions & Purchase Orders**

Participants receive an in-depth overview of the Commonwealth's purchasing process and policy, as well as hands-on practice using COMMBUYS with an emphasis on the process of making purchases.

### **COMMBUYS Organization Administrator: Set-Up and Maintenance**

Organization Administrator training provides an in-depth review of and hands-on practice with COMMBUYS including the Organization information, approval, workflow, and user profile setup activities.

### **COMMBUYS Procurement**

This session is recommended for staff with the responsibility of conducting procurements for goods and/or services not available on a Statewide Contract.

### **How to Create a Departmental Master Blanket Purchase Order (Contract) in COMMBUYS**

The goal of this class is to assist Executive Agency/Department procurement professionals in setting up Departmental contracts in COMMBUYS.

### **Strategic Sourcing Certificate Program**

The Strategic Sourcing Certificate Program (SSCP) is a five-day course designed to educate Commonwealth Procurement Professionals with strategic sourcing fundamentals that provide them with the skill and knowledge to conduct effective procurement on behalf of their agencies. Note—completion of *Essentials of State Procurement* is a prerequisite for enrolling in SSCP.

### **COMMBUYS Purchasing Training for Eligible Non-Profits**

Participants from eligible non-profits will learn to use COMMBUYS to search for goods/services and create a Requisition. The scope of this class also provides an introduction to COMMBUYS, new terminology, systems navigation, and policy.

## Live Webinars

### **How to use Master Blanket Purchase Orders (Statewide Contracts)**

Learn about the goods and services on Statewide Contracts, cost saving opportunities, and how to locate and use the contracts.

### **PunchOut & Line Item Catalog Ordering**

This webinar provides instruction on how to order catalog items in COMMBUYS, either as fixed price items or as zero dollar items where the item price fluctuates from time-to-time throughout the life of the contract, as well as ordering through a vendor's customized online purchasing portal (PunchOut).

### **Request for Payment Authorization (RPA) Release & RPA Release-Enabled Contracts**

This webinar will provide instruction on how to create an RPA Release Requisition in COMMBUYS and convert an RPA Release Requisition to a Release Purchase Order for a product that already has been purchased or services that already have been provided.

### **COMMBUYS Purchasing for Eligible Non-Profits**

This webinar will provide an overview of COMMBUYS purchasing for non-profit organizations.

### **UNSPSC for Buyers**

This webinar provides an in-depth look at United Nations Standard Products and Services Codes (UNSPSCs) and gives guidance on how to choose the UNSPSCs that match the goods/services you wish to procure. During this webinar, participants will receive a live demonstration on searching for UNSPSCs, adding them to bid solicitations, and notifying vendors with matching commodity codes about opportunities posted in COMMBUYS.



For COMMBUYS assistance, call the Help Desk Monday to Friday, 8 a.m. to 5 p.m. at (888) MA-State or email [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us).

