



OSD Training for Buyers February 2025 – July 2025 Schedule



OSD Training's mission is to make complex concepts and practices understandable for our customers. We do this by utilizing the training lifecycle to develop and deliver interactive and engaging classes on procurement policies, purchasing procedures, systems, and online tools.

Please let us know if you require any special accommodations via an email to osdtraining@mass.gov

NOTICE

The Operational Services Division (OSD) has adopted a long-term hybrid work environment, with a reduced number of staff working in the office at any given time. All OSD services will operate as usual. Training sessions will continue virtually with some in-person offerings.

Registration Instructions

There are [2 registration options](#), employees from the Executive branch must register using the [Executive Agencies option](#) and all others must use the [Non-Executive & Eligible Entities option](#). Registrants receive a confirmation email with information on how to join the training. Check your Spam/Junk/Other folder for the confirmation email. If you need assistance, contact [OSD Training](#).

COURSE	DATE	START	END	LOCATION
COMMBUYS PunchOut & Line-Item Catalog Ordering	Tuesday, February 4, 2025	10:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Thursday, February 6, 2025	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Procurement for Municipalities & Other Eligible Entities	Tuesday, February 11, 2025	9:00 AM	11:00 AM	Live Webinar (Online)

One Ashburton Place, RM 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



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COURSE	DATE	START	END	LOCATION
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Wednesday, February 12, 2025	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Thursday, February 13, 2025	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Organization Administrator	Tuesday, February 18, 2025	9:00 AM	11:00 AM	Live Webinar (Online)
How to Record a Purchase Previously Made (Previously Called - COMMBUYS RPA Release and RPA Release Enabled Contracts)	Tuesday, February 25, 2025	1:00 PM	2:00 PM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Wednesday, February 26, 2025	9:00 AM	11:00 AM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Thursday, February 27, 2025	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Thursday, February 27, 2025	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Thursday, March 6, 2025	10:00 AM	12:00 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Tuesday, March 11, 2025	9:00 AM	3:30 PM	Live Webinar (Online)

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COMMBUYS PunchOut & Line-Item Catalog Ordering	Wednesday, March 12, 2025	10:00 AM	11:00 AM	Live Webinar (Online)
Strategic Sourcing Certificate Program (SSCP) Section #61	Thursday, March 13, 20, 27, April 3, 10, 17, 2025	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Procurement for Municipalities & Other Eligible Entities	Tuesday, March 18, 2025	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Tuesday, March 25, 2025	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Wednesday, March 26, 2025	9:00 AM	3:30 PM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Tuesday, April 1, 2025	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Wednesday, April 2, 2025	1:00 PM	3:00 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Tuesday, April 8, 2025	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Organization Administrator	Tuesday, April 8, 2025	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Wednesday, April 9, 2025	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)

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COURSE	DATE	START	END	LOCATION
How to Record a Purchase Previously Made (<i>Previously Called - COMMBUYS RPA Release and RPA Release Enabled Contracts</i>)	Thursday, April 10, 2025	1:00 PM	2:00 PM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Wednesday, April 16, 2025	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS PunchOut & Line-Item Catalog Ordering	Tuesday, April 22, 2025	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Wednesday, April 23, 2025	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Thursday, April 24, 2025	9:00 AM	3:30 PM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Tuesday, May 6, 2025	10:00 AM	12:00 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Wednesday, May 7, 2025	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Procurement for Municipalities & Other Eligible Entities	Thursday, May 8, 2025	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Tuesday, May 13, 2025	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)

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COMMBUYS Organization Administrator	Wednesday, May 21, 2025	9:00 AM	11:00 AM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Thursday, May 22, 2025	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Tuesday, May 27, 2025	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
How to Record a Purchase Previously Made (Previously Called - COMMBUYS RPA Release and RPA Release Enabled Contracts)	Thursday, May 29, 2025	1:00 PM	2:00 PM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Tuesday, June 3, 2025	10:00 AM	12:00 PM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Wednesday, June 4, 2025	9:00 AM	11:00 AM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Tuesday, June 10, 2025	9:00 AM	3:30 PM	OSD COMMBUYS Training Lab 1 Ashburton Place, 2nd Floor, Room 209, Boston, MA 02108
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Wednesday, June 11, 2025	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
COMMBUYS PunchOut & Line-Item Catalog Ordering	Thursday, June 12, 2025	10:00 AM	11:00 AM	Live Webinar (Online)

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COMMBUYS Procurement for Municipalities & Other Eligible Entities	Wednesday, June 18, 2025	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Wednesday, June 18, 2025	1:00 PM	3:00 PM	Live Webinar (Online)
COMMBUYS Organization Administrator	Tuesday, June 24, 2025	9:00 AM	11:00 AM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Wednesday, June 25, 2025	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Thursday, June 26, 2024	9:00 AM 1:00 PM	11:00 AM 3:00 PM	OSD COMMBUYS Training Lab 1 Ashburton Place, 2nd Floor, Room 209, Boston, MA 02108
COMMBUYS Organization Administrator	Tuesday, July 8, 2025	9:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Wednesday, July 9, 2025	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Tuesday, July 15, 2025	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
How to Record a Purchase Previously Made (Previously Called - COMMBUYS RPA Release and RPA Release Enabled Contracts)	Thursday, July 17, 2025	1:00 PM	2:00 PM	Live Webinar (Online)

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Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Tuesday, July 22, 2025	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS PunchOut & Line-Item Catalog Ordering	Wednesday, July 23, 2025	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Wednesday, July 30, 2025	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
COMMBUYS Procurement for Municipalities & Other Eligible Entities	Thursday, July 31, 2025	9:00 AM	11:00 AM	Live Webinar (Online)

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