



OSD



Buyer Training Tracks

Whether you are a seasoned buyer who needs a refresher, someone just starting to think about using our Statewide Contracts, or somewhere in between, the Operational Services Division’s Training team is here to help with a catalog of free courses. Visit mass.gov/osd and search Buyer Training Courses to learn more and register. For Executive Agencies, refer to the [Executive Agency Training](#) page for Training Class Requirements based on user role. If you’re not sure where to begin, below are some suggested Training Tracks to get you started.

Commonwealth Executive Agency Buyers

Purchasing Track/Core Classes Purchasing Track/Elective Classes

- Introduction to Statewide Contracts
- Essentials of State Procurement
- COMMBUYS Purchasing*
- Advanced Purchasing

- Punchout & Line Item Catalog Orders
- How to Record Purchase Previously Made (RPA)

Commonwealth Non-Executive Agency Buyers

- Introduction to Statewide Contracts
- COMMBUYS Purchasing*
- Advanced Purchasing

- Punchout & Line Item Catalog Orders
- How to Record Purchase Previously Made (RPA)

Municipalities And Other Eligible Buyers

- Introduction to Statewide Contracts
- COMMBUYS Purchasing OR COMMBUYS Purchasing for Eligible Non-Profits & Other Eligible Entities*
- Advanced Purchasing

- Punchout & Line Item Catalog Orders
- How to Record Purchase Previously Made (RPA)

Eligible Non-Profit Buyers

- Statewide Contract Overview for Eligible Non-Profits
- Introduction to Statewide Contracts
- COMMBUYS Purchasing for Eligible Non-Profits & Other Eligible Entities*

- Punchout & Line Item Catalog Orders
- How to Record Purchase Previously Made (RPA)

* Class is a prerequisite for the Advanced Purchasing Class.

**Commonwealth
Executive Agency Buyers**

**Commonwealth
Non-Executive Agency
Buyers**

**Municipalities And Other
Eligible Buyers**

Executive Agency CPOs

Procurement Track/Core Classes Procurement Track/Elective Classes

- | | |
|---|--|
| <ul style="list-style-type: none"> • Introduction to Statewide Contracts • Essentials of State Procurement (ESP)* • COMMBUYS Procurement for Executive Departments | <ul style="list-style-type: none"> • Strategic Sourcing Certificate Program (SSCP)**
(ESP is a prerequisite) |
| <ul style="list-style-type: none"> • Introduction to Statewide Contracts • Essentials of State Procurement (ESP)* • COMMBUYS Procurement for Municipalities & Other Eligible Entities | <ul style="list-style-type: none"> • Strategic Sourcing Certificate Program (SSCP)**
(ESP is a prerequisite) |
| <ul style="list-style-type: none"> • Introduction to Statewide Contracts • Essentials of State Procurement (ESP)* • COMMBUYS Procurement for Municipalities & Other Eligible Entities | <ul style="list-style-type: none"> • Strategic Sourcing Certificate Program (SSCP)**
(ESP is a prerequisite) |
| <ul style="list-style-type: none"> • Essentials of State Procurement (ESP)* • COMMBUYS Procurement for Executive Departments • Strategic Sourcing Certificate Program (SSCP)** (ESP is a prerequisite) | <p>* Class is a prerequisite for the Strategic Sourcing Certificate Program Class.</p> <p>** SSCP is Required for Executive Agency CPOs.</p> |

