



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. If you're not sure where to begin, below are some suggested Training Tracks to get you started.

PURCHASING TRACK — CORE CLASSES

PURCHASING TRACK — ELECTIVE CLASSES

COMMONWEALTH EXECUTIVE AGENCY BUYERS

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

- » Punchout & Line Item Catalog Orders
- » RPA & RPA Release Orders

COMMONWEALTH NON EXECUTIVE AGENCY BUYERS

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

- » Punchout & Line Item Catalog Orders
- » RPA & RPA Release Orders

MUNICIPALITIES AND OTHER ELIGIBLE BUYERS

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

- » Punchout & Line Item Catalog Orders
- » RPA & RPA Release Orders

ELIGIBLE NON PROFIT BUYERS

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

- » Punchout & Line Item Catalog Orders
- » RPA & RPA Release Orders

* Class is a prerequisite for the next level Core Class.





**COMMONWEALTH EXECUTIVE
AGENCY BUYERS**

**COMMONWEALTH
NON EXECUTIVE AGENCY BUYERS**

**MUNICIPALITIES AND OTHER
ELIGIBLE BUYERS**

EXECUTIVE AGENCY CPOS

PROCUREMENT TRACK — CORE CLASSES

- » Introduction to Statewide Contracts
- » Essentials of State Procurement (ESP)*
- » COMMBUYS/CLM Procurement

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- » Essentials of State Procurement (ESP)*
- » COMMBUYS Procurement

- » Introduction to Statewide Contracts
- » Essentials of State Procurement (ESP)*
- » COMMBUYS Procurement

- » Essentials of State Procurement (ESP)*
- » COMMBUYS/CLM Procurement
- » Strategic Sourcing Certificate Program (SSCP)**
(ESP is a prerequisite)

PROCUREMENT TRACK — ELECTIVE CLASSES

- » Strategic Sourcing Certificate Program (SSCP)**
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*** SSCP is Required for Executive Agency CPOs*