



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 [Best Value Procurement Handbook](#) 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

COMMONWEALTH NON-EXECUTIVE AGENCY BUYERS

MUNICIPALITIES AND OTHER ELIGIBLE BUYERS

ELIGIBLE NON-PROFIT BUYERS

PURCHASING TRACK — CORE CLASSES

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

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

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

* Class is a prerequisite for the Advanced Purchasing Class.

PURCHASING TRACK — ELECTIVE CLASSES

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

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**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

- » Introduction to Statewide Contracts
- » 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)

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** Class is a prerequisite for the Strategic Sourcing Certificate Program Class.*

*** SSCP is Required for Executive Agency CPOs.*