



OSD Training for Buyers

Fall 2017 – Winter 2018 Schedule



OSD offers a variety of free events and training opportunities related to the procurement of commodities and services. The following is a listing of the training schedule for September 2017 – March 2018. For training-related questions, please send an email to: osdtraining@state.ma.us.

Training Registration Information – Executive Branch Employees

Unless otherwise noted, Commonwealth employees must register using, [PACE \(for Executive Branch Employees\)](#) the Commonwealth's Learning Management System. If you need assistance print this [Job Aid](#) and follow the instructions. If you do not see your agency listed on the PACE login page, please register through the HRD PACE link.

Training Registration Information – Municipalities and other Non-Executive State Agency Personnel

In order to register for most OSD courses, you must create a profile in our learning management system, [PACE](#). For assistance with creating your profile and finding PACE courses [access our Job Aid](#) that will give you step-by-step instructions.

If you already have a PACE account, press **Ctrl** and click on the **hyperlinked training date** which brings you to the PACE login page.
Please Note: After registering for a webinar, registrants will receive details for accessing the webinar via email prior to the date of the class.

[CLICK HERE](#) to view detailed descriptions of the courses listed below.

COURSE	DATE	START	END	LOCATION
Essentials of State Procurement *SSCP Prerequisite	Wednesday, September 6, 2017	9:00 AM	3:30 PM	Wrentham Developmental Center 12 Curtis Ave, Wrentham
COMMBUYS Procurement	Thursday, September 7, 2017	9:00 AM	4:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Essentials of State Procurement *SSCP Prerequisite	Thursday, September 14, 2017	9:00 AM	3:30 PM	DCR, 180 Beaman Street, West Boylston, Computer Lab (10)



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COURSE	DATE	START	END	LOCATION
COMMBUYS PunchOut & Line Item Catalog Ordering	<u>Tuesday, September 19, 2017</u>	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing	<u>Thursday, September 21, 2017</u>	9:00 AM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Introduction to Statewide Contracts and COMMBUYS	<u>Monday, September 25, 2017</u>	9:00 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Organization Administrator	<u>Tuesday, October 3, 2017</u>	9:00 AM	2:00 PM	OSD Training Room, 1 Ashburton Place, 10 th Floor, Boston
COMMBUYS RPA Release and RPA Release Enabled Contracts	<u>Thursday, October 5, 2017</u>	10:30 AM	11:30 AM	Live Webinar (Online)
COMMBUYS Purchasing	<u>Tuesday, October 10, 2017</u>	9:00 AM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
How to use Master Blanket Purchase Orders (SWC)	<u>Tuesday, October 10, 2017</u>	2:00 PM	3:00 PM	Live Webinar (Online)
COMMBUYS How to Create a Departmental Master Blanket Purchase Order	<u>Wednesday, October 11, 2017</u>	9:00 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Procurement	<u>Thursday, October 12, 2017</u>	9:00 AM	4:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston



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COURSE	DATE	START	END	LOCATION
UNSPSC for Buyers - Webinar	Thursday, October 12, 2017	1:30 PM	2:30 PM	Live Webinar (Online)
Essentials of State Procurement *SSCP Prerequisite	Monday, October 16, 2017	9:00 AM	3:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Introduction to Statewide Contracts and COMMBUYS	Thursday, October 19, 2017	9:00 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Purchasing for Eligible Non-Profits	Wednesday, October 25, 2017	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS PunchOut & Line Item Catalog Ordering	Monday, October 30, 2017	1:00 PM	2:00 PM	Live Webinar (Online)
COMMBUYS Purchasing	Wednesday, November 8, 2017	9:00 AM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Essentials of State Procurement *SSCP Prerequisite	Monday, November 20, 2017	9:00 AM	3:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Introduction to Statewide Contracts and COMMBUYS	Monday, November 13, 2017	9:00 AM	12:30 AM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Purchasing for Eligible Non-Profits	Thursday, November 16, 2017	9:00 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston



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COURSE	DATE	START	END	LOCATION
COMMBUYS Organization Administrator	<u>Monday, December 4, 2017</u>	9:00 AM	2:00 PM	OSD Training Room, 1 Ashburton Place, 10 th Floor, Boston
COMMBUYS PunchOut & Line Item Catalog Ordering	<u>Tuesday, December 5, 2017</u>	10:00 AM	11:00 PM	Live Webinar (Online)
COMMBUYS Purchasing	<u>Wednesday, December 6, 2017</u>	9:00 AM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS RPA Release and RPA Release Enabled Contracts	<u>Wednesday, December 6, 2017</u>	1:30 PM	2:30 PM	Live Webinar (Online)
COMMBUYS Procurement	<u>Thursday, December 7, 2017</u>	9:00 AM	4:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
How to use Master Blanket Purchase Orders (SWC)	<u>Monday, December 11, 2017</u>	10:00 AM	11:00 AM	Live Webinar (Online)
Essentials of State Procurement *SSCP Prerequisite	<u>Tuesday, December 12, 2017</u>	9:00 AM	3:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS How to Create a Departmental Master Blanket Purchase Order	<u>Wednesday, December 13, 2017</u>	9:00 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
UNSPSC for Buyers - Webinar	<u>Thursday, December 14, 2017</u>	1:30 PM	2:30 PM	Live Webinar (Online)



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COURSE	DATE	START	END	LOCATION
Introduction to Statewide Contracts and COMMBUYS	<u>Wednesday, December 18, 2017</u>	9:00 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Procurement	<u>Tuesday, January 9, 2018</u>	9:00 AM	4:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Essentials of State Procurement *SSCP Prerequisite	<u>Wednesday, January 10, 2018</u>	9:00 AM	3:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Purchasing	<u>Thursday, January 11, 2018</u>	9:00 AM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Introduction to Statewide Contracts and COMMBUYS	<u>Thursday, January 18, 2018</u>	9:00 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Purchasing for Eligible Non-Profits	<u>Monday, January 22, 2018</u>	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS How to Create a Departmental Master Blanket Purchase Order	<u>Thursday, January 25, 2018</u>	9:00 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS PunchOut & Line Item Catalog Ordering	<u>Monday, January 29, 2018</u>	1:00 PM	2:00 PM	Live Webinar (Online)
COMMBUYS Purchasing	<u>Wednesday, February 7, 2018</u>	9:00 AM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston



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COURSE	DATE	START	END	LOCATION
COMMBUYS RPA Release and RPA Release Enabled Contracts	Wednesday, February 7, 2018	10:30 AM	11:30 AM	Live Webinar (Online)
COMMBUYS Purchasing for Eligible Non-Profits	Thursday, February 8, 2018	9:00 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Organization Administrator	Monday, February 12, 2018	9:00 AM	2:00 PM	OSD Training Room, 1 Ashburton Place, 10 th Floor, Boston
UNSPSC for Buyers - Webinar	Monday, February 12, 2018	10:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Wednesday, February 14, 2018	9:00 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
How to use Master Blanket Purchase Orders (SWC)	Thursday, February 15, 2018	2:00 PM	3:00 PM	Live Webinar (Online)
Essentials of State Procurement *SSCP Prerequisite	Tuesday, February 20, 2018	9:00 AM	3:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Procurement	Thursday, March 8, 2018	9:00 AM	4:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS PunchOut & Line Item Catalog Ordering	Wednesday, March 21, 2018	1:00 PM	2:00 PM	Live Webinar (Online)



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COURSE	DATE	START	END	LOCATION
COMMBUYS How to Create a Departmental Master Blanket Purchase Order	<u>Monday, March 26, 2018</u>	9:00 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Introduction to Statewide Contracts and COMMBUYS	<u>Thursday, March 15, 2018</u>	9:00AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Purchasing	<u>Tuesday, March 27, 2018</u>	9:00 AM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston