

NEW! Procurement Overview Training

A **new online presentation** is now available to provide an orientation to procurement at Yale to those who are new to the University or now in a role that requires them to buy and/or pay for goods and services for Yale business purposes. Participants will learn about Yale's recommended buy-pay approaches, procurement and reimbursement systems, where to find additional resources and more.

To view the Procurement Overview, go to: <http://learn.med.yale.edu/procurement/general/courses.asp>

What other procurement training opportunities are available?

In addition to the Procurement Overview, we offer **several training opportunities**. Many are presented in a classroom format as well as online to accommodate different learning styles and schedules.

To view Procurement training opportunities, go to: <http://www.yale.edu/procurement/training.html>

Use this web site to navigate effortlessly through various training materials and to identify user training recommendations. If you already know the procurement tool for which you are looking for training, use the Quick Search drop-down menu to easily search through various training modules by system or tool. In most cases, online training is available!

What additional online training opportunities are under development?

- *Procurement Best Practices* will provide support for upcoming revisions to policies and procedures.
- *Approver Essentials* will provide guidance to approvers of purchase requisitions, vendor setup requests, invoices, and reimbursements.

Who do I contact with questions or concerns?

Contact us via e-mail at procurement@yale.edu.