

Date of Completion	Steps for Becoming a Delegated Buyer
Enter the date of completion of each step for your record.	This page lists the steps that you must take to become a Delegated Buyer. As you work through the steps, you can track your progress on the left side of the chart.
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>1. Complete the following list of required courses in Carmen to learn how to use the Purchasing pages in the Financials system:</p> <div style="display: flex; align-items: center; margin-left: 40px;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;">Core Courses</div> <div style="font-size: 3em; margin-right: 10px;">{</div> <ul style="list-style-type: none"> • Business Responsibilities • Internal Controls • Understand & Prevent Fraud • Business Expenditures </div> <div style="display: flex; align-items: center; margin-left: 40px; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;">Purchasing Courses</div> <div style="font-size: 3em; margin-right: 10px;">{</div> <ul style="list-style-type: none"> • Purch1 Policy Overview • Purch2 Requisitioner • Purch3 Delegated Buyer • Purch4 Inquiry </div> <p style="text-align: center; color: blue; text-decoration: underline;">How to Enroll in Carmen courses...</p>
	<p>2. Familiarize yourself with the Procurement ASSIST pages covering the topics of Procurement process, Procurement methods, eStores, Requisitions, Purchase Orders and Inquiry. Go to Procurement ASSIST pages...</p>
	<p>3. Participate in a two-hour Purchasing Experience session to gain hands-on experience in the Financials system. Participants will be able to create requisitions and purchase orders within the Financials system training environment. Enroll in a Purchasing Experience session...</p>
	<p>4. Complete the Final Assessment in the Innovation computer lab at the Stores and Receiving building that includes questions and problems to solve based on typical day-to-day assignments of a Delegated Buyer. For example, participants will create several purchase orders and requisitions in the Financials system training database that will be reviewed for correctness and appropriateness. Enroll in a Final Assessment session...</p>
	<p>5. Read, sign and submit the Memorandum of Understanding. Complete the Memorandum of Understanding...</p>