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.

1. Complete the following list of required courses in Carmen to learn how to use the Purchasing pages in the Financials system:
   - Business Responsibilities
   - Internal Controls
   - Understand & Prevent Fraud
   - Business Expenditures
   - Purch1 Policy Overview
   - Purch2 Requisitioner
   - Purch3 Delegated Buyer
   - Purch4 Inquiry

   How to Enroll in Carmen courses...

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...

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...

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...

5. Read, sign and submit the Memorandum of Understanding. Complete the Memorandum of Understanding...