



Procurement Services

To: Caltech Campus Procurement Users

From: Procurement Services

Date: May 9, 2024

Re: Announcing Procurement Services Monthly Drop-in Training Sessions

Dear Caltech Campus Community,

We are excited to announce the launch of monthly training drop-in sessions focusing on Procurement. These sessions aim to provide an open platform for you to ask questions and gain insights into various aspects of Procurement, including Purchasing, Accounts Payable, Specialty Team, Supplier Management, Travel and P-card.

Here are the key details:

- **What:** Monthly Procurement Training Drop-In Sessions
- **Duration:** 1 hour
- **Format:** Open Q&A with Procurement experts
- **Frequency:** Monthly

Whether you are a seasoned professional or new to the procurement process, these sessions offer an opportunity to deepen your understanding, clarify processes, and stay updated on best practices.

Mark your calendars:

- May 23, 2024: 1:30-2:30
- June 20, 2024: 10:00-11:00
- July 25, 2024: 10:00-11:00
- August 15, 2024: 10:00-11:00

More dates to come. Please check back on our Procurement Website under Training → Procurement Training → Procurement Drop in Sessions Dates and Times

Registration is required. To register, complete the following steps:

- Through access.caltech.edu click on “My Learn”
- Click on “Course Catalog”

- Find Procurement Services
- On the left-hand side under “Categories” filter search by selecting “Procurement Services”
- From here you can register for the next drop-in session
- The title will read “Procurement Drop-in Session (Not New User)”

We look forward to your active participation and valuable contributions to these sessions. For questions, please call the Procurement Hotline at 626-395-8900.

Best regards,

Caltech Procurement Services