

OhioBuys Training Jan-April 2026

Date	Time	Course Title	Audience	Location
Wednesday, January 7, 2026	9:00AM-12:00PM	Creating and Submitting Purchase Requests	Requesters, Requisitioners, Agency Admins, Agency Approvers (for FYI)	Virtual - Teams
Wednesday, January 7, 2026	1:00PM-3:00PM	Creating and Submitting Quick Quotes	Requesters with Quick Quote, Requisitioners, Agency Admins, Agency Approvers (for FYI)	Virtual - Teams
Wednesday, January 14, 2026	9:00AM-3:00PM (2 days)	Creating and Managing Solicitations	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins	Virtual - Teams
Wednesday, January 21, 2026	9:00AM-3:00PM	Creating and Managing Contracts	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins	Virtual - Teams
Monday, February 2, 2026	9:00AM-12:00PM	Creating and Submitting Purchase Requests	Requesters, Requisitioners, Agency Admins, Agency Approvers (for FYI)	Virtual - Teams
Monday, February 2, 2026	1:00PM-3:00PM	Creating and Submitting Quick Quotes	Requesters with Quick Quote, Requisitioners, Agency Admins, Agency Approvers (for FYI)	Virtual - Teams
Wednesday, February 4, 2026	9:00AM-3:00PM (2 days)	Creating and Managing Solicitations	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins	Virtual - Teams
Wednesday, February 18, 2026	9:00AM-3:00PM	Creating and Managing Contracts	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins	Virtual - Teams
Thursday, February 19, 2026	9:00AM-12:00PM	Contract Authoring	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins	Virtual - Teams
2/23/26 - 3/13/26		UPGRADE TRAINING AVAILABLE		Virtual - Teams
Wednesday, March 18, 2026	9:00AM-12:00PM	Creating and Submitting Purchase Requests	Requesters, Requisitioners, Agency Admins, Agency Approvers (for FYI)	Virtual - Teams
Wednesday, March 18, 2026	1:00PM-3:00PM	Creating and Submitting Quick Quotes	Requesters with Quick Quote, Requisitioners, Agency Admins, Agency Approvers (for FYI)	Virtual - Teams
Wednesday, March 25, 2026	9:00AM-3:00PM (2 days)	Creating and Managing Solicitations	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins	Virtual - Teams
Wednesday, April 1, 2026	9:00AM-3:00PM	Creating and Managing Contracts	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins	GSD-Surface Road
Thursday, April 2, 2026	9:00AM-12:00PM	Contract Authoring	Requesters, Requisitioners, Agency Admins, Agency Approvers (for FYI)	Virtual - Teams
Tuesday, April 7, 2026	9:00AM-12:00PM	Creating and Submitting Purchase Requests	Requesters with Quick Quote, Requisitioners, Agency Admins, Agency Approvers (for FYI)	GSD-Surface Road
Tuesday, April 7, 2026	1:00PM-3:00PM	Creating and Submitting Quick Quotes	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins	GSD-Surface Road
Tuesday, April 21, 2026	9:00AM-3:00PM (2 days)	Creating and Managing Solicitations	Contract Analysts, Agency Contract Analysts, Procurement Managers, Agency Procurement Managers, Agency Admins	GSD-Surface Road
Tuesday, April 28, 2026	9:00AM-3:00PM	Creating and Managing Contracts	Requesters, Requisitioners, Agency Admins, Agency Approvers (for FYI)	GSD-Surface Road