

**To:** All Business Managers (Central & Medical)  
**From:** Yale University Procurement  
**Subject:** Procurement Open House Invitation – Great opportunity for staff with Procurement responsibilities!

**On August 5th from 10am – 3pm, Yale University Procurement will open its doors to staff with Procurement responsibilities.** (Please note that we have extended the Open House by an hour since our Save the Date announcement went out last month.)

***Highlights include:***

- Behind-the-scenes tour of Accounts Payable Services, Purchasing Services and Electronic Commerce Services
- Meet many of our staff and put names and faces together
- Learn more by attending Quick Hit talks on a variety of Procurement topics following the tour
- Light snacks, beverages and prizes

**[Click here for an invitation.](#)**

**To register for this event:**

- Go to <http://www.yale.edu/training/>
- Click **Browse Courses**
- Select **Procurement**
- Click **Procurement Open House >>Courses**
- Select **preferred tour link** (10 am or 1 pm)
- Click **Register**

If you experience problems registering for this event, please contact Jessica Hammatt at 432-1552 or [Jessica.hammatt@yale.edu](mailto:Jessica.hammatt@yale.edu)

***Who should attend?***

Staff with front-line procurement responsibilities will benefit from the event whether they are new or experienced. Front-line procurement responsibilities include processing invoices, purchase requisitions, vendor set-up requests, check requests as well as those who use various procurement tools such as P-

Cards, SciQuest, EMS, AccuShip, AP Worklist, WIP, VIP and Procurement Inquiry.

***What is the schedule?***

10:00am – 10:45am	Tour Group #1
10:45am – 11:00am	Break/Snack
11:00am – 12:00pm	Quick Hit talks
1:00pm – 1:45pm	Tour Group #2
1:45pm – 2:00pm	Break/Snack
2:00pm – 3:00pm	Quick Hit talks

***What are the Quick Hit talk topics?***

- Procurement @Yale – the Big Picture!
- How to Use Procurement Inquiry Effectively
- What's Changing with Policies & Procedures
- Greening Your Office Purchases
- What's New with Procurement Systems? (EMS/SciQuest/AP Worklist)

***What do you need to do to have your staff attend?***

Forward the invitation and ensure that staff pre-register for either Tour #1 at 10:00am or Tour #2 at 1:00pm. Encourage staff to also attend the Quick Hit talks following each tour.

***Who should I contact for more information?***

Contact Brenda Naegel at [brenda.naegel@yale.edu](mailto:brenda.naegel@yale.edu) or 432-5810.