


Registering for and Completing the **So, You Need to Make a Purchase: Procuring Goods and Services at Duke** training in the Duke LMS

1. Log into the Duke LMS (<https://lms.duhs.duke.edu/Saba/Web/Cloud>).
2. At the Duke LMS Home screen, in the Catalog Search field, type **“purchase”**.
3. Next, in the Starting field, click the drop down and select **“Any Date”**.
4. Click **Search**.



Catalog Search


Learning Catalog


☐ Show exact matches only

Starting Locations

Browse: [Category](#) [Advanced Search |](#)

5. Scroll through the results to find the **So, You Need to Make a Purchase: Procuring Goods and Services at Duke** course. Select the offering for the desired date.



 **So You Need to Make a Purchase - Procuring Goods and Services at Duke** (00042612)

This interactive session is designed to introduce participants to the four methods of purchasing at Duke. Participants will be introduced to General Accounting Procedures (GAP) that provide institu ...

Offered As: Instructor-Led

Start Date: 01/16/2014 End Date: 01/16/2014

Sessions: [Thur \(9A-11:30A\)](#) Location: [Broad Street-Training Room 03](#)

Language: English

Duration: 02:30 Seat Count: 20

[Register](#) | |

6. Click **Register**.

7. At the **Confirmation** page, click the *Go to In-Progress Learning* link.

Registration Confirmation

[Printer Friendly Version](#)

Order Contact

KRISTIN BUREL

Billed To

DISBURSEMENT SERVICES TRAINING

Order Status


Confirmed

Order Number

00334069


Order Items


Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
So You Need to Make a Purchase - Procuring Goods and Services at Duke	KRISTIN BUREL	Instructor-Led	Confirmed	01/16/2014	Thur (9A-11:30A)	Broad Street-Training Room 03		Notes



Go to In-Progress Learning

8. Click the **View Details** button.

 **So You Need to Make a Purchase - Procuring Goods and Services at Duke (00042612)**



View Details



[more actions](#)

Session Information: 01/16/2014 - 01/16/2014 - **Thur (9A-11:30A)**(02:30 hours)

Location: **Broad Street-Training Room 03**

Status: **Confirmed** (Registration Date: 01/02/2014)

9. Read the course description. Note the no show fee policy statement.


So You Need to Make a Purchase - Procuring Goods and Services at Duke (00042612)


TIP: To view the room name or class date and time, click the Learning Assignments tab below. Then, click the View All Sessions button.

Drop
Back

Delivery Type
Instructor-Led

Description

This interactive session is designed to introduce participants to the four methods of purchasing at Duke. Participants will be introduced to General Accounting Procedures (GAP) that provide institutional guidance on when to use each method for acquiring goods and services including the Corporate Card, Out-of-Pocket Reimbursements, Accounts Payable Check Requests, and Purchase Orders. Class discussion will focus on "real Duke" examples, and situational exercises will challenge participants to apply learnings.

Financial Services charges a \$100 no show fee for participants who cancel with less than 48 hours notice or do not show up for class. The fee will be charged to the participant's default cost center.

Go to In-Progress Learning
View Confirmation

Main
Learning Assignments
Associated Learning

Completion Status
Not Evaluated

Score
0

Learning Assignments
Print | Export | Modify Table

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Sessions	Session	Required		Not Evaluated		View All Sessions

10. Click the View All Sessions button.

Session Detail: So You Need to Make a Purchase - Procuring Goods and Services at Duke

Session Detail
Print | Export | Modify Table

Session Name	Date	Start	End	Instructor and Room
Session 1	01/16/2014	9:00 AM	11:30 AM	1- Instructor: GWENDOLYN HALL-DIFABIO, KRISTIN BUREL

Note: All times are in (GMT-05:00) Eastern Time (US & Canada).

Close

11. Note the start and end time and Instructor. Please note: in most instances sessions will be facilitated by one of the instructors listed along with functional area experts when appropriate.