



Our Ref: RFB 2004-7/15
Enquiry: Phindi Mazomba
Tel: (012) 482 2797
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ATTENTION: ACCOUNTING OFFICERS AND ACCOUNTING AUTHORITIES OF DEPARTMENTS
AND CONSTITUTIONAL INSTITUTIONS

**RFB 2004, 2005, 2006 AND 2007/2015: TRANSVERSAL CONTRACTS FOR PERSONAL
COMPUTERS, COMPUTER PERIPHERALS, CONSUMABLES AND SERVICES NEW PORTAL**

The State Information Technology Agency hereby notifies the Accounting Officers and Authorities of Departments and Constitutional Institutions on the availability of training on the gCommerce Buysite.

The gCommerce Buysite Web-based User Training

Web-based training videos have been created for the gCommerce Buysite. Users that are comfortable with this medium are encouraged to use our online training facilities. The videos will be available on viewing on Thursday the 17th of November 2016. Please send your request for online training to gCommerce.training@sita.co.za and all supplementary information will be sent through.

The gCommerce Buysite Face-to-face User Training

For user communities that are not familiar and comfortable with web-based training, SITA will also provide face-to-face training at our offices in Pretoria.

RFB 2004, 2005, 2006 AND 2007/2015: TRANSVERSAL CONTRACTS FOR PERSONAL COMPUTERS, COMPUTER PERIPHERALS, CONSUMABLES AND SERVICES NEW PORTAL

User training for the gCommerce Buysite will commence on **Thursday the 17th of November 2016. Training sessions will be held every Tuesday, Wednesday and Thursday thereafter with the last scheduled training session held on the 26th of January 2017.**

Once a request for training has been received, an invite will be sent out to the requester detailing the confirmed date, time and venue for Training.

It is imperative that all users seeking this training medium be **registered as users on the gCommerce Buysite** before confirming their availability for a training class. SITA can accommodate a maximum of 30 users in each class and bookings are essential. Please send your request for training to gCommerce.training@sita.co.za.

The location for the training will be at SITA's Centurion Office. Confirmation emails will document all necessary logistical information.