

## STUDENT REGISTRATION: ORPIN BASICS

Dates:  June 30, 2009       August 19, 2009  
 July 20, 2009       September 22, 2009

Time:                      8:30 am – 4:30 pm

Location:                DAS State Procurement Office  
1225 Ferry Street SE  
Salem, OR 97301  
Mt. Hood Lab (Basement)

**Training Cost:**  
**\$ 125.00 Per Person**

**Class Size Limit: 18**  
**Instructor: Kelly Stevens-Malnar**

Who Should Attend	Course Objectives
<ul style="list-style-type: none"> <li>Anyone new to the state's e-Procurement System</li> <li>Contract Assistants, PC1, PC2 and PC3</li> <li>Finance personnel</li> <li>Support Staff</li> </ul>	<ul style="list-style-type: none"> <li>Learn fast &amp; efficient ways to look up statewide price agreements</li> <li>Create, issue, and progress a PR to an Opportunity and then to Award.</li> <li>Learn the efficiencies of ORPIN's E-bidding feature</li> <li>Perform steps for posting an addenda and amendment</li> </ul>

### REGISTRATION INFORMATION

First Name	Middle Initial	Last Name
Agency Name		Division Name
Agency Address		
Agency City	Agency State	Agency Zip/Postal Code
Work Phone Number	Work Fax Number	Work Email Address
Agency Director's Name:		Direct Supervisor's Name:
Accounts Payable Contact:		Payables Phone Number:

### PAYMENT METHOD

<input type="checkbox"/> Check# _____ Payable To: DAS Procurement Training Unit	Accounts Payable Contact: _____
<input type="checkbox"/> Electronic Transfer BT# _____	Payable Phone Number: _____
Agency# _____	PCA# 80142 AOBJ# 1010 T-Code 722/723 Project Phase # 801160 16
<input type="checkbox"/> Visa/MC# _____ - _____ - _____ Expires: _____ Name on Card: _____	

Return Completed Registration form with payment to:  
DAS State Procurement Training Unit, 1225 Ferry Street SE, U140 Salem OR 97301 or FAX (503) 373-1626