



Oregon

ORPIN Version 2.30 Supplier Electronic Bidding (e-Bid) Instructions

Presented by: Department of Administrative Services, State Procurement Office
Date: April 8, 2010

Welcome to the ORPIN Version 2.30 Supplier Electronic Bidding (e-Bidding) Instructional Demonstration. This tutorial will walk you through the steps of expressing interest and bidding electronically on an opportunity posted on the Oregon Procurement Information Network (ORPIN).

Slide 2 - ORPIN Version 2.30

OREGON
Oregon Procurement Information Network (ORPIN®)
TEST

Hello John Doe Supplier No: 43667

The last time you logged onto the system was: **04/08/2010 8:03 AM**

Welcome to ORPIN The Navigation menu on the left includes links to all functions you have been authorized to use in the ORPIN system.

The Supplier Registration Site is created as a service to suppliers and contractors. Accessible as part of the State of Oregon web site, the supplier registration site is provided as a way for companies to register and maintain their corporate and product information. This site is a direct link to the ORPIN system supplier and contractor database used by procurement personnel. Please ensure that the information entered as your Company Details is current and complete. We invite you to use the Browse features to review bid opportunities.

You are logged in as an authenticated vendor.

Your subscription will expire on 04/06/2011 12:00 AM.

menu

- [Browse Opportunities](#)
- [Browse Award Results](#)
- [My Watch List](#)
- [Browse Contracts](#)
- [My Profile](#)
- [My Documents](#)
- [My Company Details](#)
- [Users](#)
- [ORPIN Time](#)
- [Exit from ORPIN](#)

[Help for ORPIN](#) [Contact Us](#) | [Disclaimer](#) | [Privacy Statement](#) Version (O&PEN OPEN_v230_Test.p4a)

Before we begin, ensure that your company is set up (or "authenticated") for electronic bidding. To do this, log into ORPIN and then click on My Profile in menu bar. Click on **Subscription Change/Renew** and make sure that the "Electronic Bidding" box is checked.

Slide 3 - ORPIN Version 2.30

The screenshot shows a web browser window displaying the ORPIN website. The browser's address bar shows the URL: http://10.253.83.12/test_v230/open.dll/open?sessionID=3789037. The page title is "OREGON Oregon Procurement Information Network (ORPIN®) TEST".

The main content area is titled "My Profile (Test)". It contains several sections:

- User Information**: Change your personal information.
- Request/Change eBid Keyword**: Request a new Temporary eBid Keyword or update an existing Keyword. A red arrow points to this link.
- Change Logon Password**: Change your login password.
- Product/Service Information**: Update the listing of product(s) and service(s) provided by your company.
- Location Information**: Update the list of regions that you wish to search for opportunities by.
- Subscription Change/Renew**: This option is used to register for e-Notification and e-Bidding.
- Agreement Summary**: View the Agreement that you have currently agreed to.
- Registration Summary**: View the summary of your current registration.

The left sidebar contains a "menu" with the following items:

- Browse Opportunities
- Browse Award Results
- My Watch List
- Browse Contracts
- My Profile
 - User Information
 - Change Logon Password
 - Request/Change eBid Keyword
 - Product/Service Information
 - Location Information
 - Subscription Change/Renew
 - Agreement Summary
 - Registration Summary
- My Documents
- My Company Details
- Users
- ORPIN Time
- Exit from ORPIN

At the bottom of the page, there are links for "Help for ORPIN", "Contact Us | Disclaimer | Privacy Statement", and "Version (O&PEN 2.30.21)".

Now ensure that you have an active eBid Keyword. To check for this, click **My Profile** in the menu bar and select the option for **Request/Change eBid Keyword**.

Slide 4 - ORPIN Version 2.30

OREGON
Oregon Procurement Information Network (ORPIN®)
TEST

Once you have received your unlock eBid Keyword change it to create a valid bidding key. Maintain your eBid Keyword by changing it regularly for security.

Submit

Change eBid Keyword ?

Current eBid Keyword *

New eBid Keyword *

Confirm eBid Keyword *

* indicates a required field

Generate New Unlock eBid Keyword **Go**

Current Entry

Type	Effective Date	Expiration Date	Created By
1 User Supplied	04/06/2010 4:40 PM	09/09/2026 12:00 AM	Doe, John

Historical Entries

Type	Effective Date	Expiration Date	Created By
1 UnLock	04/06/2010 4:38 PM	04/20/2010 12:00 AM	LaFleur, Nicole M.

[Help for ORPIN](#) [Contact Us](#) | [Disclaimer](#) | [Privacy Statement](#) Version (O&PEN-OPEN_v230_Test.p4a)

[↑ Top](#)

Slide notes

Scroll down to see your eBid keyword history. (This example shows that I have an active eBid keyword that is good until September 9, 2026.) If you do not have an active eBid keyword, click the **Go** button to generate a new one.

Once you click the **Go** button, ORPIN will email you a temporary eBid keyword within five minutes. When you receive the email, log back into ORPIN and change the temporary keyword to a new permanent eBid keyword. (You cannot submit an eBid with a temporary password.)

Slide 5 - ORPIN Version 2.30

The screenshot shows the ORPIN website interface. At the top, there is a navigation bar with the text "OREGON Oregon Procurement Information Network (ORPIN®) TEST". Below this is a message: "Once you have received your unlock eBid Keyword change it to create a valid bidding key. Maintain your eBid Keyword by changing it regularly for security." followed by a "Submit" button.

The main content area is titled "Change eBid Keyword" and contains three input fields for "Current eBid Keyword", "New eBid Keyword", and "Confirm eBid Keyword", each with an asterisk indicating it is a required field. Below these fields is a "Generate New Unlock eBid Keyword" button with a "Go" button next to it.

There are two tables: "Current Entry" and "Historical Entries".

Type	Effective Date	Expiration Date	Created By
1 User Supplied	04/06/2010 4:40 PM	09/09/2026 12:00 AM	Doe, John

Type	Effective Date	Expiration Date	Created By
1 UnLock	04/06/2010 4:38 PM	04/20/2010 12:00 AM	LaFleur, Nicole M.

At the bottom of the page, there are links for "Help for ORPIN", "Contact Us | Disclaimer | Privacy Statement", and "Version (O&PEN OPEN_v230_Test.p4a)".

A red arrow points from the "Browse Opportunities" link in the left-hand menu to the "Current Entry" table.

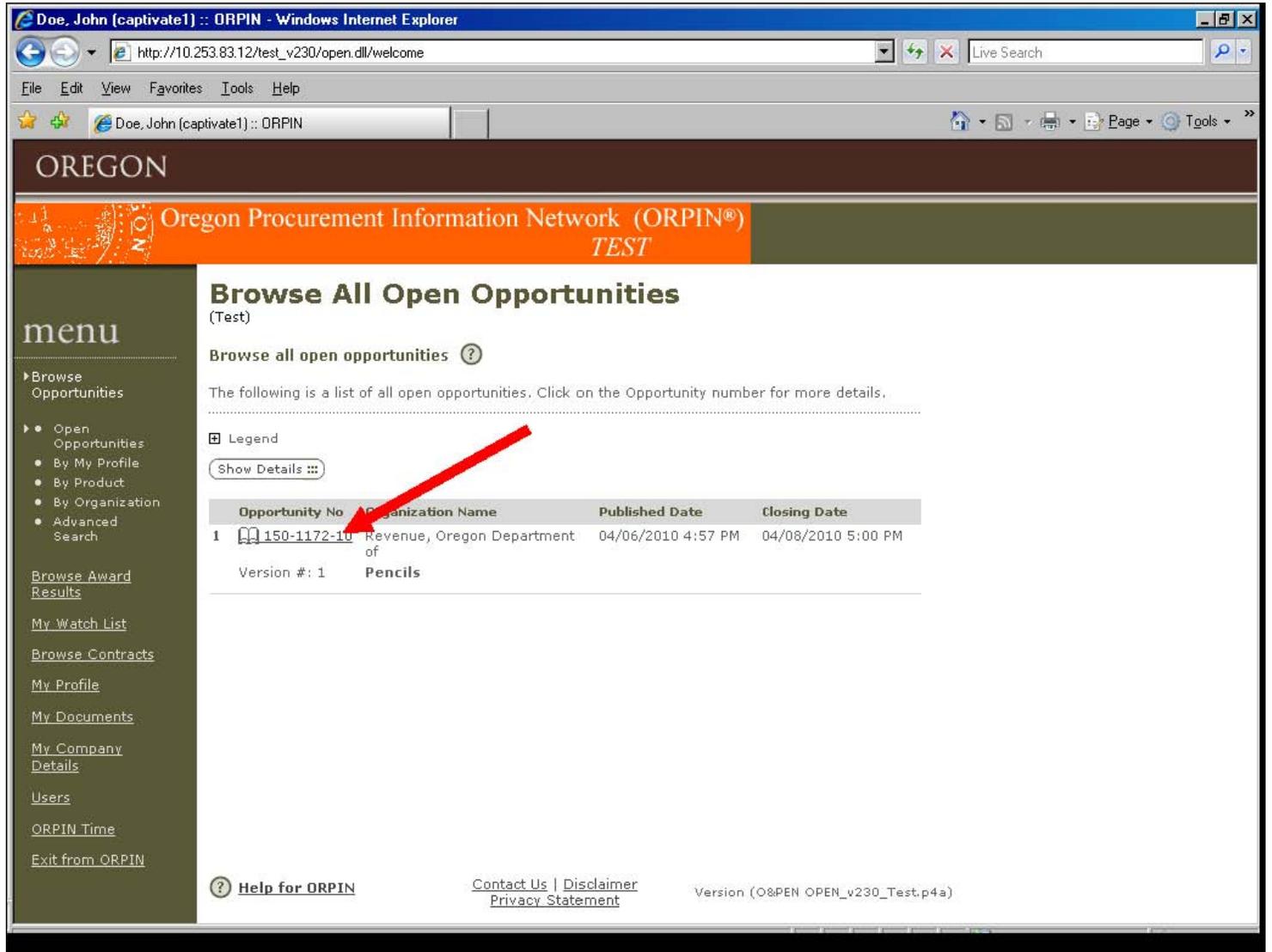
Now that you have verified your company's eBidding status, click Browse Opportunities to locate an opportunity of interest.

Slide 6 - ORPIN Version 2.30

The screenshot shows the ORPIN website interface. At the top, the browser title is "Doe, John (captivate1) :: ORPIN - Windows Internet Explorer" and the address bar shows "http://10.253.83.12/test_v230/open.dll/welcome". The page header features the "OREGON" logo and "Oregon Procurement Information Network (ORPIN®) TEST". The main content area is titled "Browse Opportunities (Test)" and lists four browsing methods: "Open Opportunities" (highlighted with a red arrow), "By My Profile", "By Product", and "Advanced Search". The left sidebar contains a "menu" with various navigation links. The footer includes "Help for ORPIN", "Contact Us | Disclaimer | Privacy Statement", and "Version (O&PEN OPEN_v230_Test.p4a)".

You may search for an opportunity using any of the methods here. For this example, I will use Open Opportunities.

Slide 7 - ORPIN Version 2.30



The screenshot shows a web browser window displaying the ORPIN (Oregon Procurement Information Network) website. The page title is "Oregon Procurement Information Network (ORPIN®) TEST". The main heading is "Browse All Open Opportunities (Test)". Below the heading, there is a "Legend" section with a "Show Details" button. A table lists open opportunities with columns for Opportunity No., Organization Name, Published Date, and Closing Date. A red arrow points to the underlined opportunity number "150-1172-10" in the first row of the table. The table also shows the organization name "Revenue, Oregon Department of Pencils", the published date "04/06/2010 4:57 PM", and the closing date "04/08/2010 5:00 PM". A sidebar menu is visible on the left, and footer information is at the bottom.

Opportunity No.	Organization Name	Published Date	Closing Date
<u>1 150-1172-10</u>	Revenue, Oregon Department of Pencils	04/06/2010 4:57 PM	04/08/2010 5:00 PM

To view an Opportunity, click on the underlined document number.

Slide 8 - ORPIN Version 2.30

Supplies Non-IT - Windows Internet Explorer

menu

[Close](#)
[PDF Not Available](#)
[Refresh](#)
[Help](#)

[Respond Online](#)
[Express/View Interest](#)
[Additional Information](#)
[Notice Specific Information](#)
[Questions and Answers](#)

Invitation to Bid (ITB)

Pencils
(Test)
Manual or Electronic Bids Allowed



Issued By
Revenue, Oregon Department of
955 Center Street NE
Salem, Oregon
97301

Contact: Delegated Buyer (DCT)
Phone: 1 (999) 378-4642
Fax:
Email:

Opportunity # 150-1172-10 Addendum # 1
Closing Date & Time 04/08/2010 5:00 PM Time Zone Pacific Time Approx. Time Remaining 1 Days 23:55:14

All dates are mm/dd/yyyy

Attachments Exist

Issued For
Revenue, Oregon Department of
955 Center Street NE
Salem, Oregon
97301-2555

Addendum # 1 Adding attachment

Opportunity Summary
This is a test procurement for pencils.

Manual & Electronic response must express an interest. Manual response must 1st DOWNLOAD the document. Electronic Response [if allowed] – must express interest; select Supplier Response & complete response. Instructions can be found in the HELP screens

Control # 1159871

The Opportunity's Summary page will open. Before you can submit an electronic bid, you must first express interest. To do this, click on Express/View Interest in the menu bar.

Slide 9 - ORPIN Version 2.30

The screenshot shows a web browser window with the ORPIN (Oregon Procurement Information Network) interface. The main page is titled "Invitation to Bid (ITB)" and "Express/View Interest (Test)". It displays document and control numbers, a "Submit" button, and a section for "Company Users With Interest" which currently shows "No results were found". Below this is an "All Users" section with a warning and a table of users.

Interested As: Select Interest Type

Supplier	Type	Created	Opportunity Version
1 --Name withheld--	Bid	04/05/2010 4:51 PM	
2 ORPIN OAC Test Account	Interested Primary Contractor	04/05/2010 4:47 PM	1

Click on the Interested As dropdown.

Slide 10 - ORPIN Version 2.30

The screenshot displays the ORPIN (Oregon Procurement Information Network) web application. The main page is titled "Invitation to Bid (ITB)" and includes a "Pencils (Test)" label. A secondary browser window is open, showing the "Express/View Interest" form. The form includes fields for "Document Number: 150-1172-10 (Version: 1)" and "Control Number: 1159871". A "Submit" button is visible. The "Interested As" dropdown menu is open, showing "Primary Contractor" and "Subcontractor" options. A red arrow points to the "Primary Contractor" option. Below the form, there is a section for "Company Users With Interest" which states "No results were found". At the bottom, there is a table titled "All Users" with a warning: "Warning: Supplier display is security controlled. Some information may be withheld." The table has columns for "Supplier", "Type", "Created", and "Opportunity Version".

Supplier	Type	Created	Opportunity Version
1 --Name withheld--	Bid	04/05/2010 4:51 PM	
2 ORPIN OAC Test Account	Interested Primary Contractor	04/05/2010 4:47 PM	1

Indicate whether you are interested in the opportunity as a Primary Contractor or a Subcontractor.

Slide 11 - ORPIN Version 2.30

Invitation to Bid (ITB)
Pencils
(Test)
Manual

Express/View Interest
(Test)

Document Number: 150-1172-10 (Version: 1) Control Number: 1159871

Express Interest

The suppliers listed below have expressed interest in this Opportunity. This does not indicate whether they have submitted bids. All information regarding bidding will be kept confidential and will not be provided or published in the Opportunity.

Name: John Doe

Interested As: Primary Contractor

Check here if you do NOT want to receive automatic emails to notify you of any changes made to this Opportunity.

Company Users With Interest

No results were found

All Users

Warning: Supplier display is security controlled. Some information may be withheld.

Show Details

Supplier	Type	Created	Opportunity Version
1 --Name withheld--	Bid	04/05/2010 4:51 PM	
2 ORPIN OAC Test Account	Interested Primary Contractor	04/05/2010 4:47 PM	1

Click on the Submit button to save your changes.

Slide 12 - ORPIN Version 2.30

Supplies Non-IT - Windows Internet Explorer

menu

- Close
- PDF Not Available
- Refresh
- Help
- Respond Online
- Express/View Interest
- Additional Information
- Notice Specific Information
- Questions and Answers

Invitation to Bid (ITB)
Pencils
(Test)
Manual or Electronic Bids Allowed

ORPIN
Oregon Procurement Information Network



Issued By
Revenue, Oregon Department of
955 Center Street NE
Salem, Oregon
97301

Contact: Delegated Buyer (DCT)
Phone: 1 (999) 378-4642
Fax:
Email:

Opportunity #
150-1172-10
Addendum # 1

Original Publish Date & Time
04/05/2010 4:36 PM
Publish Date & Time
04/06/2010 4:57 PM
Closing Date & Time
04/08/2010 5:00 PM
Time Zone
Pacific Time
Approx. Time Remaining
1 Days 23:54:52

All dates are mm/dd/yyyy

[Attachments Exist](#)
Organization Attachments Do Not Exist
Documents for Purchase Do Not Exist

Issued For
Revenue, Oregon Department of
955 Center Street NE
Salem, Oregon
97301-2555

Addendum # 1 Adding attachment

Opportunity Summary
This is a test procurement for pencils.

Item #	Quantity / Unit	Description	Unit Price	Total Amount
1	100,000 EACH	Commodity No. 620-60 Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.		

If there are attachments on the opportunity, you will want to review them before submitting a bid. Click on the Attachments Exist link to view any attached documents.

Slide 13 - ORPIN Version 2.30

Invitation to Bid (ITB)
Pencils
(Test)
Manual

ORPIN
Oregon Procurement Information Network

Attachments
(Test)
Document Number: 150-1172-10 (Version: 1) Control Number: 1159871

Attachment title is required if a file is attached.

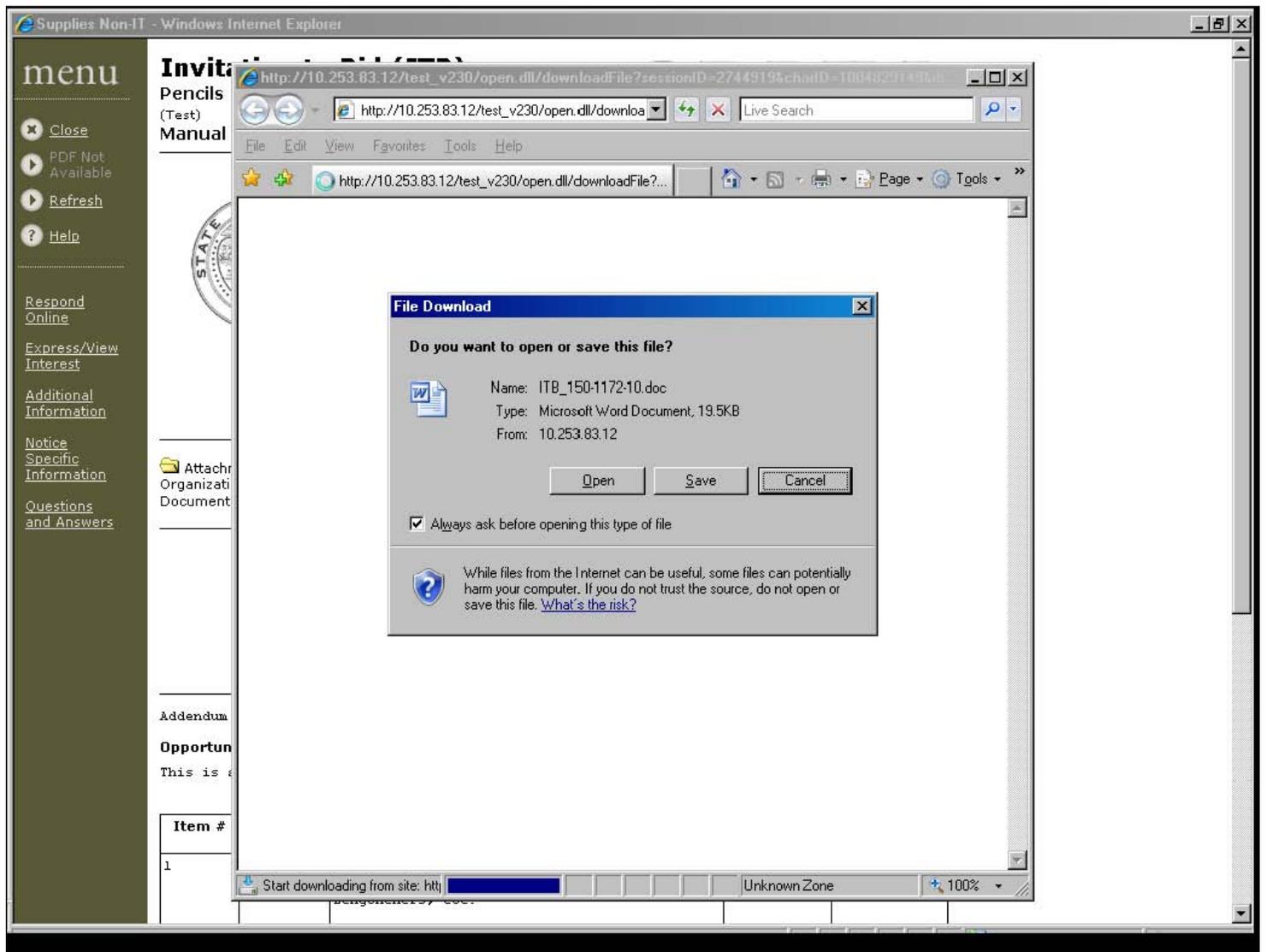
Attachment Title	ITB 150-1172-10
Mandatory  (19.50 kB) Added	

[Download File ITB 150-1172-10](#)

Item #	Download File ITB 150-1172-10	Local intranet	100%
1	100,000 EACH	Commodity No. 620-60 Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.	

Click the file icon for each of the attached documents to download them.

Slide 14 - ORPIN Version 2.30



You will be given an option to open the document or save it to your computer.

Slide 15 - ORPIN Version 2.30



Once you have completed downloading the documents, close the Attachments window by clicking "Close" in the upper right corner.

Slide 16 - ORPIN Version 2.30

Invitation to Bid (ITB)
Pencils
(Test)
Manual or Electronic Bids Allowed

Issued By
Revenue, Oregon Department of
955 Center Street NE
Salem, Oregon
97301

Contact: Delegated Buyer (DCT)
Phone: 1 (999) 378-4642
Fax:
Email:

Opportunity #
150-1172-10
Addendum # 1

Original Publish Date & Time
04/05/2010 4:36 PM
Publish Date & Time
04/06/2010 4:57 PM
Closing Date & Time
04/08/2010 5:00 PM
Time Zone
Pacific Time
Approx. Time Remaining
1 Days 23:54:39

All dates are mm/dd/yyyy

Issued For
Revenue, Oregon Department of
955 Center Street NE
Salem, Oregon
97301-2555

Addendum # 1 Adding attachment

Opportunity Summary
This is a test procurement for pencils.

Item #	Quantity / Unit	Description	Unit Price	Total Amount
1	100,000 EACH	Commodity No. 620-60 Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.		

Once you have fully read and understand the attachments, you can submit a bid. To begin, click on "Respond Online" in the menu bar.

Slide 17 - ORPIN Version 2.30

The screenshot shows a web browser window displaying the ORPIN (Oregon Procurement Information Network) interface. The main content area is titled "Supplier Response Document Search (Test)". Below the title, there is a section "Create Supplier Response Document ?" with a "Create" button. A red arrow points to this button. Below this section, there is a section "Existing Supplier Response Document(s)" with a "Legend" and the text "No Existing Supplier Responses".

On the left side of the browser window, there is a "menu" with the following items:

- Close
- PDF Not Available
- Refresh
- Help
- Respond Online
- Express/View Interest
- Additional Information
- Notice Specific Information
- Questions and Answers

At the bottom of the browser window, there is a table with the following data:

Item #	Quantity	Description
1	100,000 EACH	Commodity No. 620-60 Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.

ORPIN will display any electronic bids that you have previously made against this opportunity. To create a new electronic bid, click Create.

Slide 18 - ORPIN Version 2.30

Invitation to Bid (ITB)
Pencils
(Test)
Manual

ORPIN
Oregon Procurement Information Network

Agreement (Test)
Offeror Acknowledgement

At time of issuance of the bid response and by entering the eBid keyword, the Offeror acknowledges, attests and certifies individually and on behalf of the Bidder that:

- (1) He/she is a duly authorized representative of the Bidder, has been authorized by Bidder to make all representations, attestations, and certifications contained in this Bid and all Addenda, if any, issued, and to execute this Bid on behalf of Bidder;
- (2) Bidder, acting through its authorized representatives, has read and understands all Bid instructions, Specifications, and terms and conditions contained in this Bid document (including all listed attachments and Addenda, if any, issued);
- (3) Bidder certifies that this Bid has been arrived at independently and has been submitted without any collusion designed to limit independent bidding or competition;
- (4) Bidder is bound by and shall comply with all requirements, Specifications, and terms and conditions contained in this Bid document (including all listed attachments and Addenda, if any, issued);
- (5) Bidder shall furnish the designated Goods and/or Service(s) in accordance with the Bid Specifications and requirements, and shall comply in all respects with the terms of any resulting Contract or Agreement upon award; and
- (6) All affirmations contained in this response are true and correct.

Item #	Quantity	Description
1	100,000 EACH	Commodity No. 620-60 Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.

The Offeror Acknowledgement will display Terms and Conditions.

Slide 19 - ORPIN Version 2.30

Invitation to Bid (ITB)
Pencils
(Test)
Manual

ORPIN
Oregon Procurement Information Network

Agreement (Test)
Offeror Acknowledgement

At time of issuance of the bid response and by entering the eBid keyword, the Offeror acknowledges, attests and certifies individually and on behalf of the Bidder that:

- (1) He/she is a duly authorized representative of the Bidder, has been authorized by Bidder to make all representations, attestations, and certifications contained in this Bid and all Addenda, if any, issued, and to execute this Bid on behalf of Bidder;
- (2) Bidder, acting through its authorized representatives, has read and understands all Bid instructions, Specifications, and terms and conditions contained in this Bid document (including all listed attachments and Addenda, if any, issued);
- (3) Bidder certifies that this Bid has been arrived at independently and has been submitted without any collusion designed to limit independent bidding or competition;
- (4) Bidder is bound by and shall comply with all requirements, Specifications, and terms and conditions contained in this Bid document (including all listed attachments and Addenda, if any, issued);
- (5) Bidder shall furnish the designated Goods and/or Service(s) in accordance with the Bid Specifications and requirements, and shall comply in all respects with the terms of any resulting Contract or Agreement upon award; and
- (6) All information contained in this response are true and correct.

Item #	Quantity	Description
1	100,000 EACH	Commodity No. 620-60 Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.

Agree to the Terms and Conditions to proceed.

Slide 20 - ORPIN Version 2.30

The screenshot shows a web browser window titled 'Supplies Non-IT - Windows Internet Explorer'. The main content area displays the 'Invitation to Bid (ITB)' for 'Pencils (Test)'. A secondary window titled 'Create Document - Windows Internet Explorer' is overlaid on top. This window shows the 'OREGON Create Document (Test)' page. The page includes a 'Continue' button, a 'Document Created' section with 'Document Number: 1159873' and 'Control Number: 1159873', and a 'View' button. A red arrow points to the 'Continue' button. The bottom of the browser window shows a table with one row of data:

Item #	Quantity	Description
1	100,000 EACH	Commodity No. 620-60 Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.

The Create Document page appears. Click the Continue button to enter the Document Wizard and complete your e-bid.

Slide 21 - ORPIN Version 2.30

Supplies Non-IT - Windows Internet Explorer

Document Number - Windows Internet Explorer

OREGON

1. Document Number

(Test)

Document Number: 1159873 Control Number: 1159873

Skip Back Save Next Finish

Document Number

? The document number is the reference number for the document/form.

Document Number: * 1159873

* indicates a required field

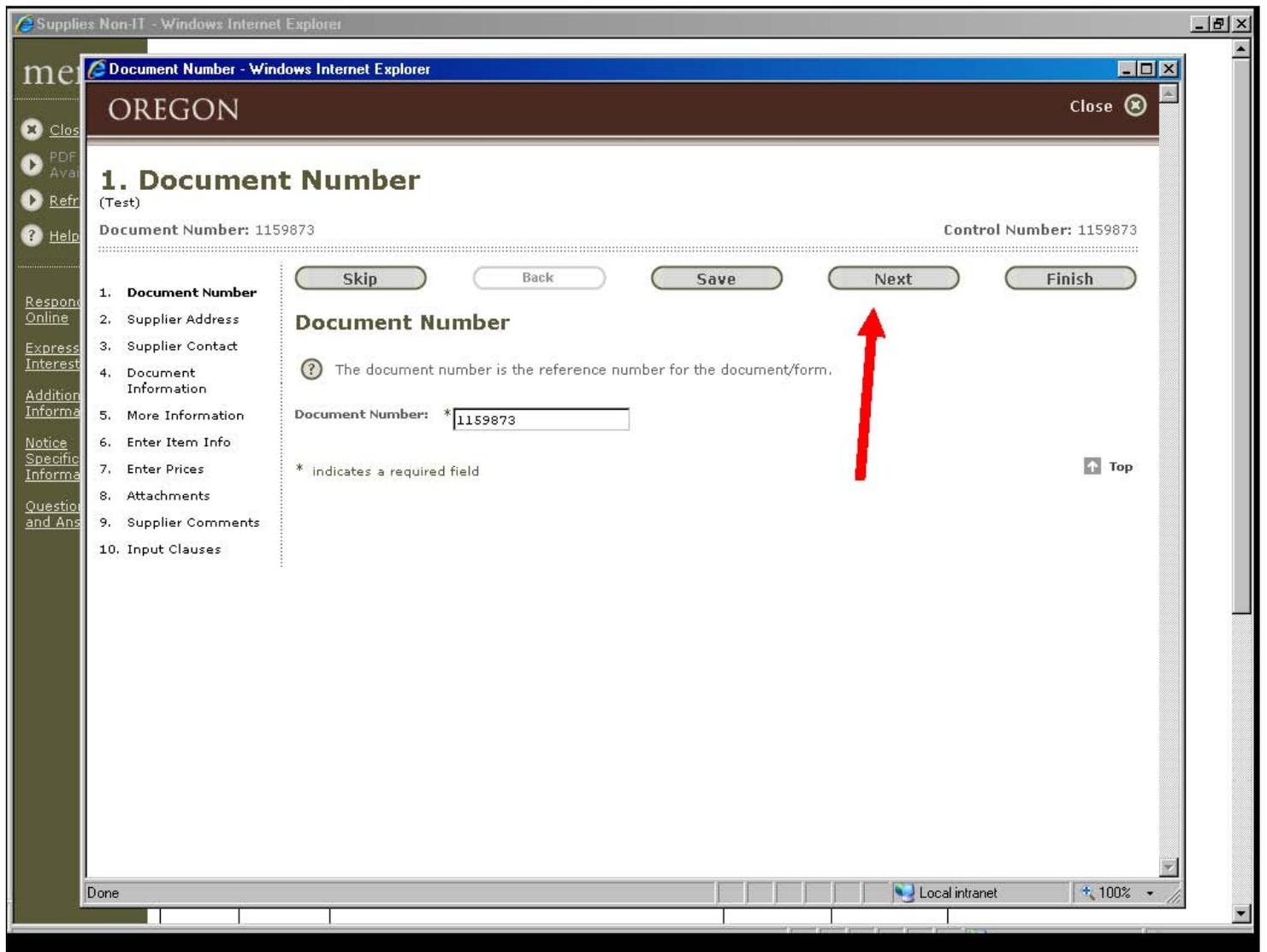
Top

Done Local intranet 100%

- 1. Document Number
- 2. Supplier Address
- 3. Supplier Contact
- 4. Document Information
- 5. More Information
- 6. Enter Item Info
- 7. Enter Prices
- 8. Attachments
- 9. Supplier Comments
- 10. Input Clauses

You are now in the ORPIN Document Wizard. It will guide you through the steps of creating an electronic bid (e-bid). The menu at the left displays each of the steps that you will go through. To move from step to step, use the directional buttons at the top of the screen. A word of caution- each of the directional buttons will automatically save your work EXCEPT for Skip. If you use the Skip button to move to the next step, your work on the current step will not be saved.

Slide 22 - ORPIN Version 2.30



The document number for your e-bid will generate automatically. Click Next to continue.

Slide 23 - ORPIN Version 2.30

The screenshot shows a web browser window titled "Supplier Address - Windows Internet Explorer". The page header includes the "OREGON" logo and a "Close" button. The main heading is "2. Supplier Address (Test)". Below this, the "Document Number: 1159873" and "Control Number: 1159873" are displayed. A navigation bar contains buttons for "Skip", "Back", "Save", "Next", and "Finish".

A table of contents on the left lists 10 steps: 1. Document Number, 2. **Supplier Address**, 3. Supplier Contact, 4. Document Information, 5. More Information, 6. Enter Item Info, 7. Enter Prices, 8. Attachments, 9. Supplier Comments, and 10. Input Clauses.

The "Supplier Address" section includes a help icon and the instruction: "Please enter the appropriate information into the fields." Below this is a radio button option "Use Supplier Address" which is selected. The form fields are as follows:

- Name: My Company
- Address 1: * 123 Main Street
- Address 2: (empty)
- Address 3: (empty)
- Address 4: (empty)
- City: * Select City (dropdown menu with "Salem" selected) or Enter City (text input)
- State: * Select State (dropdown menu with "Oregon" selected)
- Country: * United States (dropdown menu)

The browser's status bar at the bottom shows "Local intranet" and "100%" zoom.

Your address will automatically populate based on your login. However you may edit this if you like. When you are ready to continue, click Next.

Slide 24 - ORPIN Version 2.30

Supplies Non-IT - Windows Internet Explorer

Supplier Contact - Windows Internet Explorer

OREGON

3. Supplier Contact

(Test)

Document Number: 1159873 Control Number: 1159873

Skip Back Save Next Finish

Supplier Contact

Please enter the appropriate information into the fields.

Select contact

Select:

Contact Information

First Name:

Last Name:

Title:

Phone: Country Code Area Code Number Extn

Fax: Country Code Area Code Number Extn

Email:

* indicates a required field

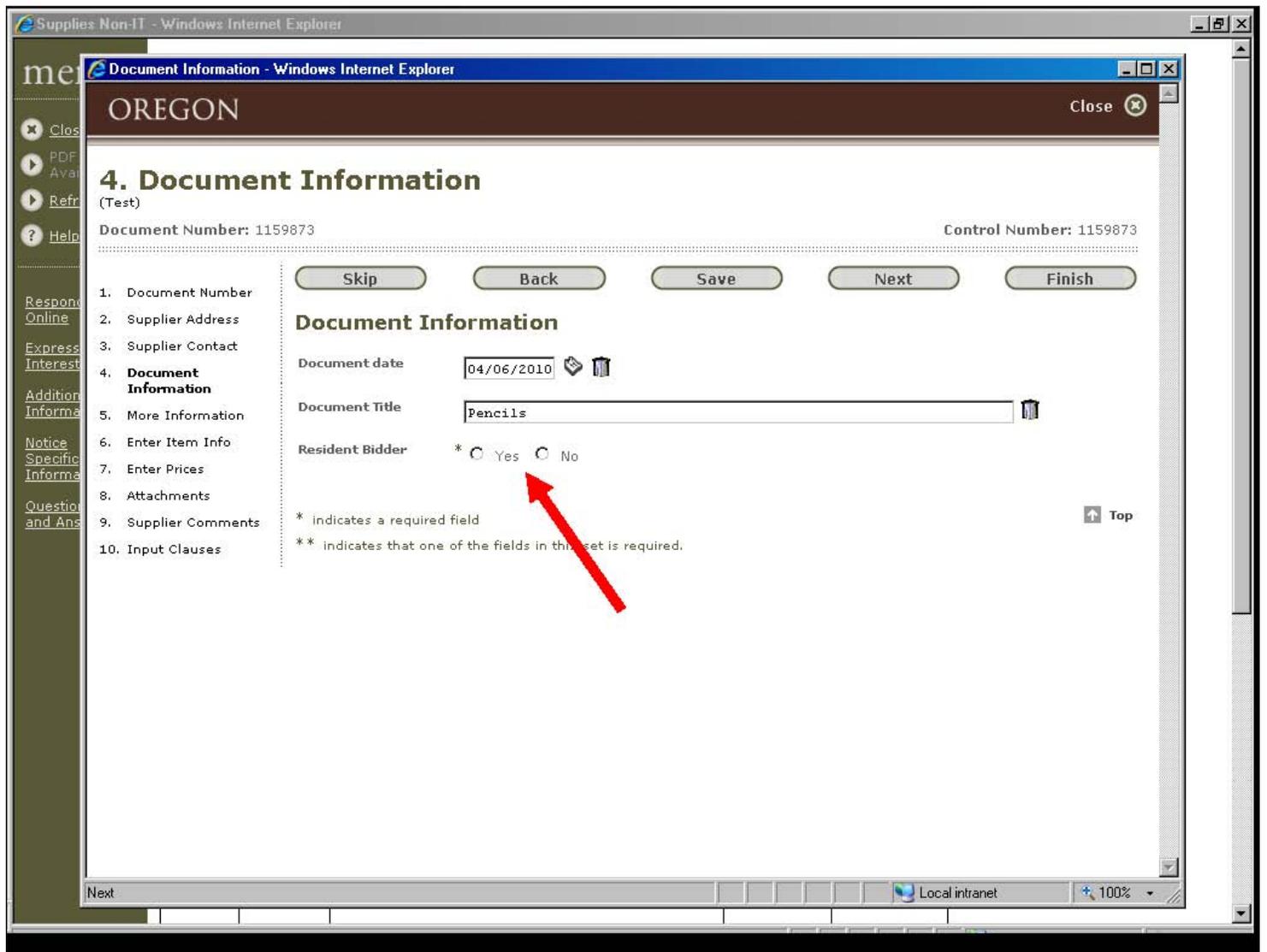
Top

Next

Local intranet 100%

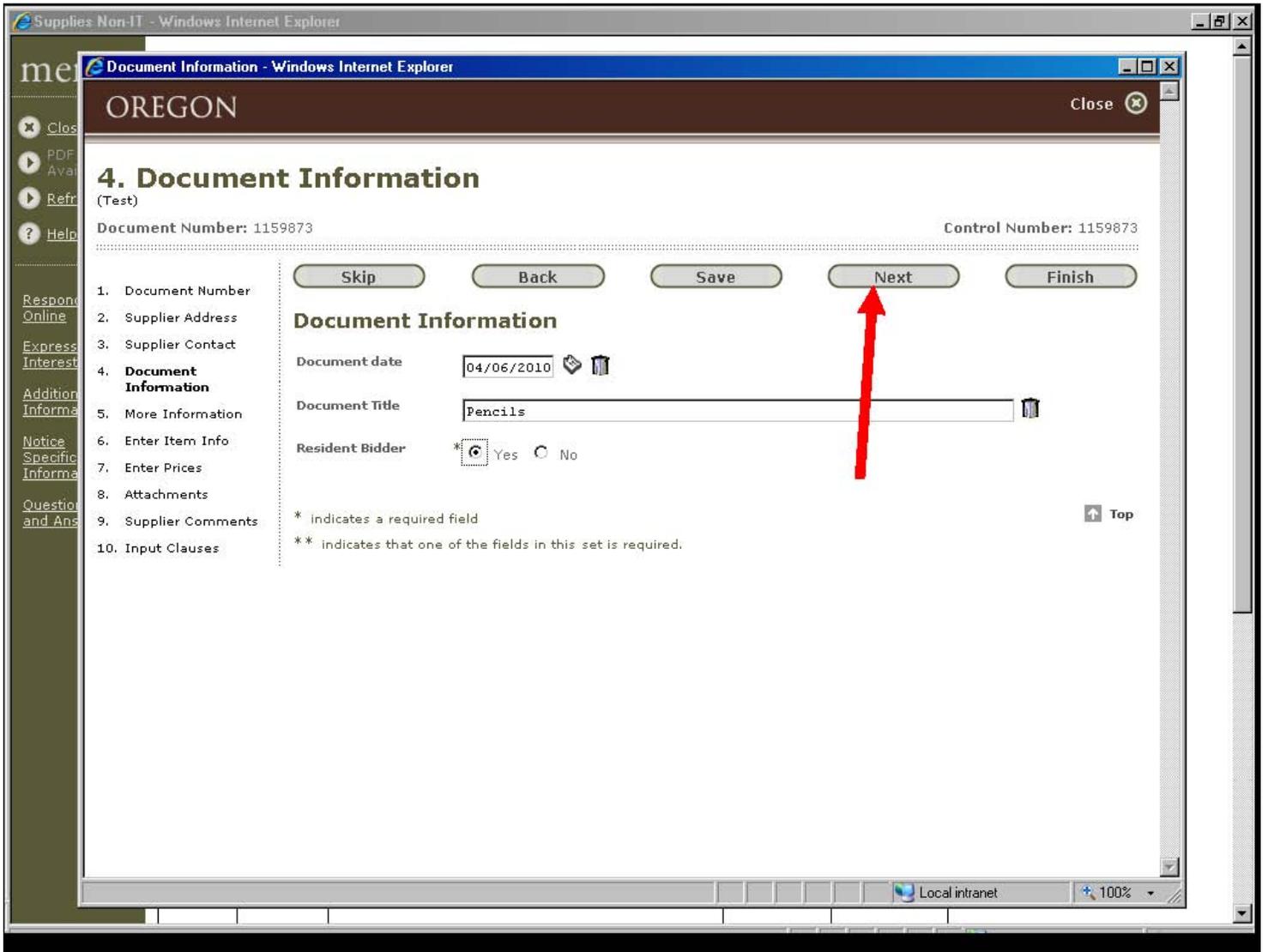
Your contact information will also populate automatically based on your login. Again, you may edit this if you like. When you are ready to continue, click Next.

Slide 25 - ORPIN Version 2.30



The document date and title will appear automatically. However, you will need to indicate whether or not you are a Resident Bidder in Oregon by highlighting the appropriate radio button before continuing.

Slide 26 - ORPIN Version 2.30



Click Next to proceed to the next step.

Slide 27 - ORPIN Version 2.30

Supplies Non-IT - Windows Internet Explorer

More Information - Windows Internet Explorer

OREGON

5. More Information
(Test)

Document Number: 1159873 Control Number: 1159873

Skip Back Save Next Finish

More Information

Delivery Requirements: None

Payment Terms: Net 30

Payment Comments:

FOB: (Not Applicable)

Delivery Comments:

* indicates a required field
** indicates that one of the fields in this set is required.

↑ Top

Next Local intranet 100%

me

Close

PDF Available

Refresh

Help

Respond Online

Express Interest

Addition Information

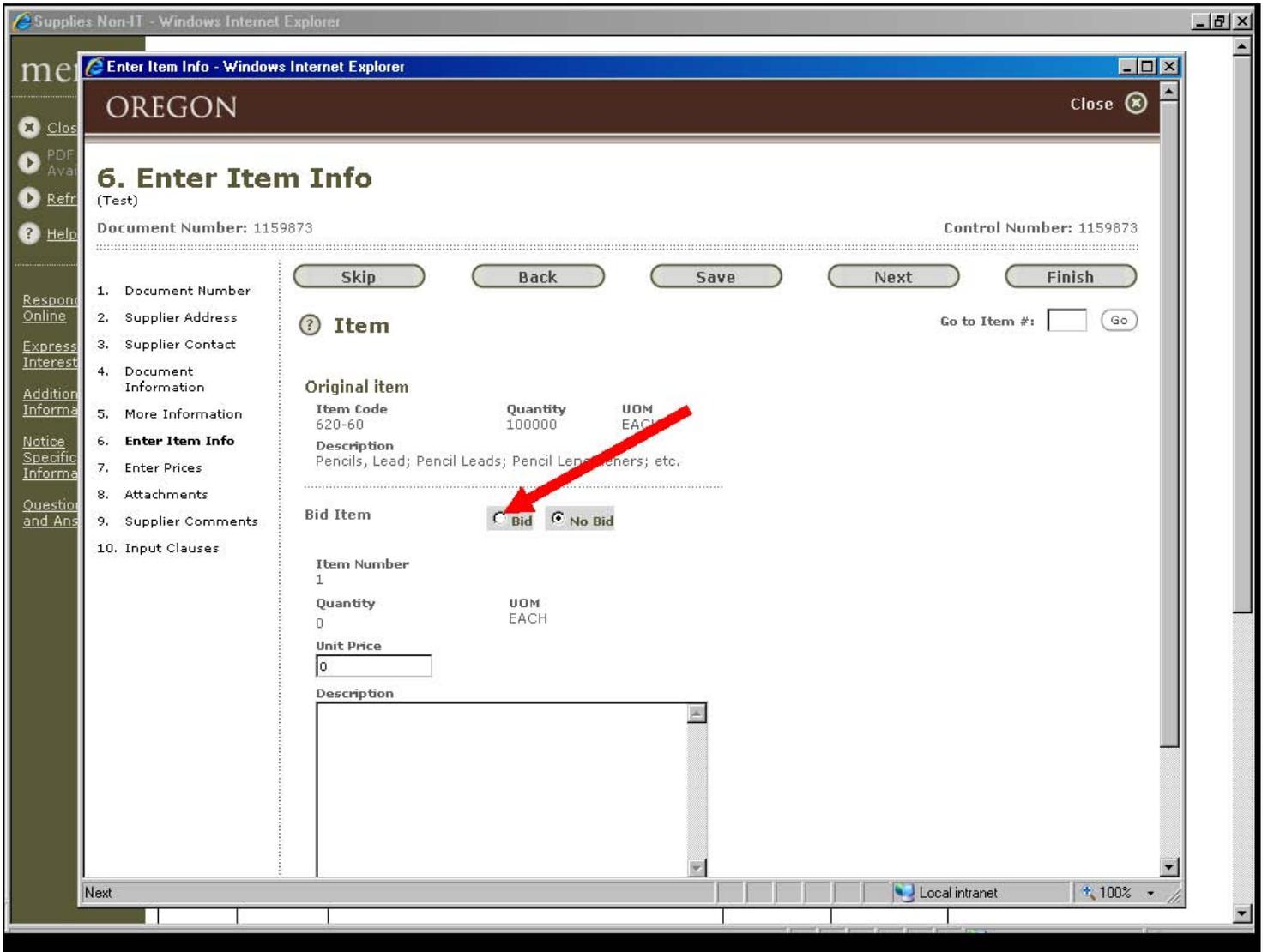
Notice Specific Information

Questions and Answers

1. Document Number
2. Supplier Address
3. Supplier Contact
4. Document Information
5. **More Information**
6. Enter Item Info
7. Enter Prices
8. Attachments
9. Supplier Comments
10. Input Clauses

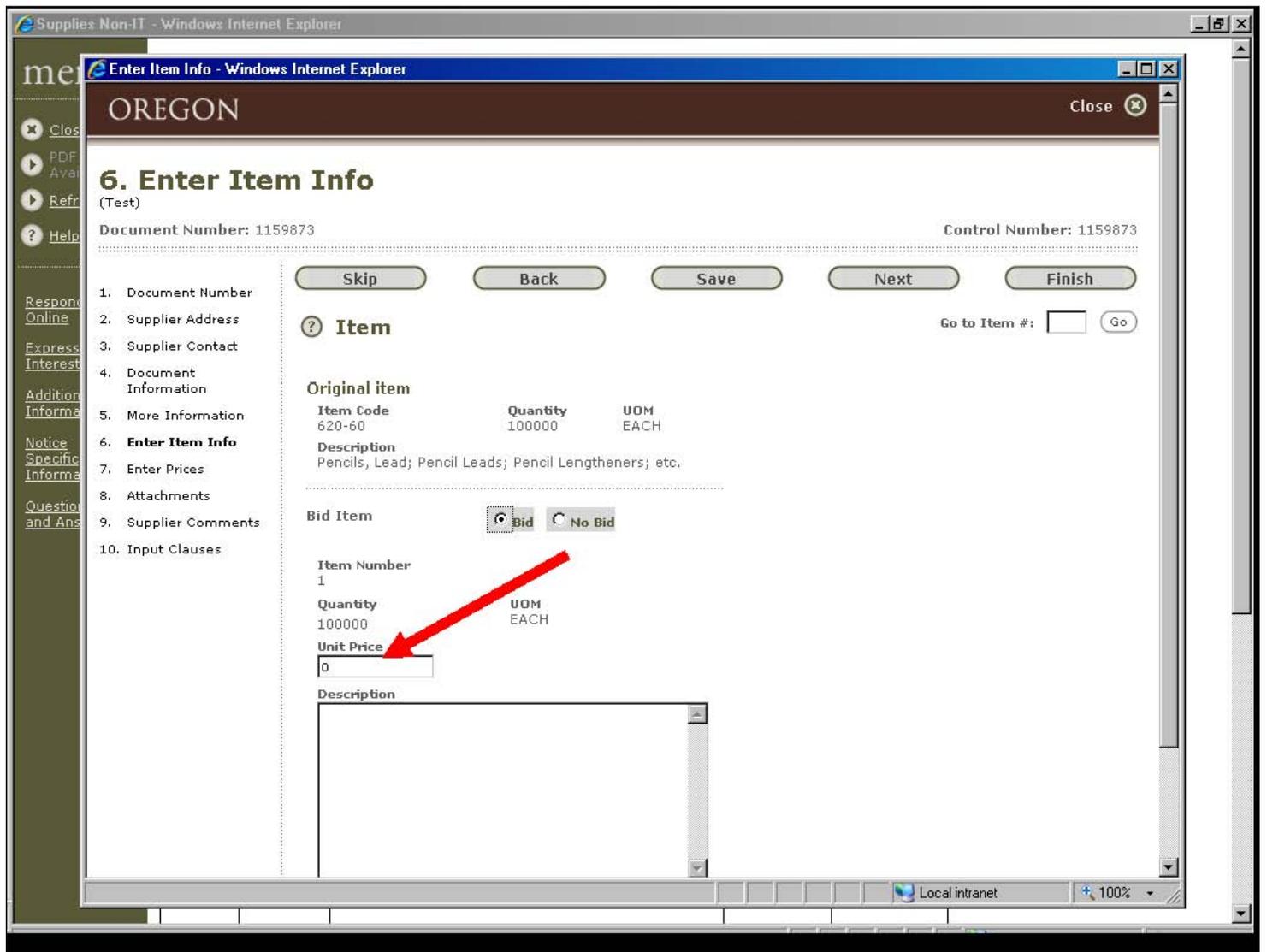
Enter Delivery Comments if desired, and then click Next.

Slide 28 - ORPIN Version 2.30



You are now in the Enter Item Info page. Here, you can select the items you want to bid on, and enter your prices for each. To bid on an item, set the radio button to Bid.

Slide 29 - ORPIN Version 2.30



After selecting Bid, enter the Unit Price.

Slide 30 - ORPIN Version 2.30

Supplies Non-IT - Windows Internet Explorer

me Enter Item Info - Windows Internet Explorer

OREGON Close

6. Enter Item Info

(Test)

Document Number: 1159873 Control Number: 1159873

Skip Back Save Next Finish

Go to Item #: Go

1. Document Number
2. Supplier Address
3. Supplier Contact
4. Document Information
5. More Information
6. **Enter Item Info**
7. Enter Prices
8. Attachments
9. Supplier Comments
10. Input Clauses

Item

Original item

Item Code	Quantity	UOM
620-60	100000	EACH

Description
Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.

Bid Item Bid No Bid

Item Number
1

Quantity	UOM
100000	EACH

Unit Price

Description

Local intranet 100%

If desired, you can enter a description in the text box under the price. When you are ready to proceed, click Next.

Slide 31 - ORPIN Version 2.30

The screenshot shows a web browser window titled "Enter Prices - Windows Internet Explorer" displaying the ORPIN application. The page header includes the ORPIN logo and a "Close" button. The main heading is "7. Enter Prices (Test)", with "Document Number: 1159873" and "Control Number: 1159873" displayed below it. A navigation bar contains buttons for "Skip", "Back", "Save", "Next", and "Finish".

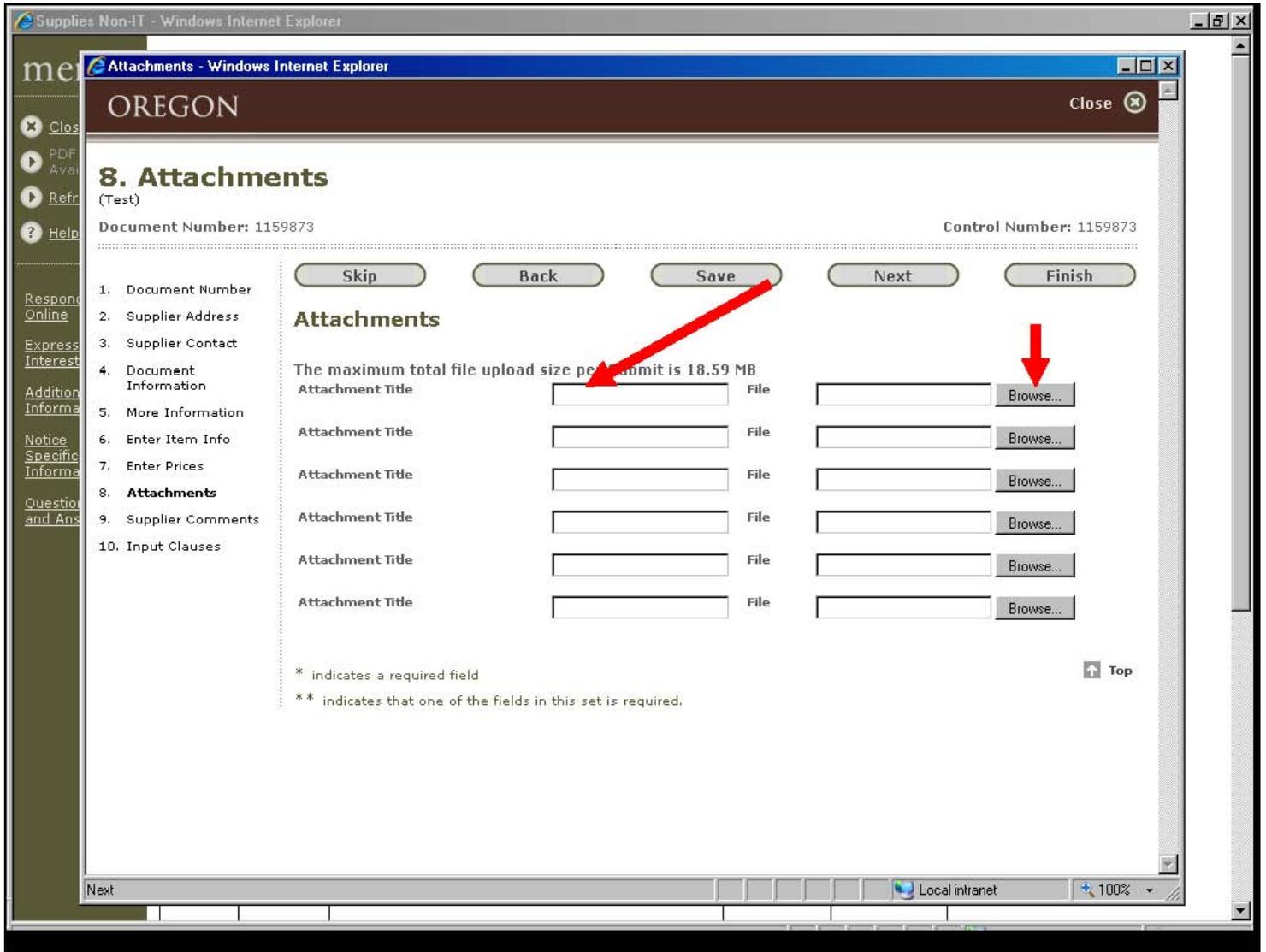
A sidebar on the left lists ten steps of the process, with "7. Enter Prices" highlighted. A message box states: "Cancelled and Base Price items cannot be edited." A "Refresh" button is located to the right of this message.

Item #	Description	Qty	Uom	Price
1	Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.	100000	EACH	1.10

A note at the bottom of the table area states: "* indicates a required field". A "Top" link is also present.

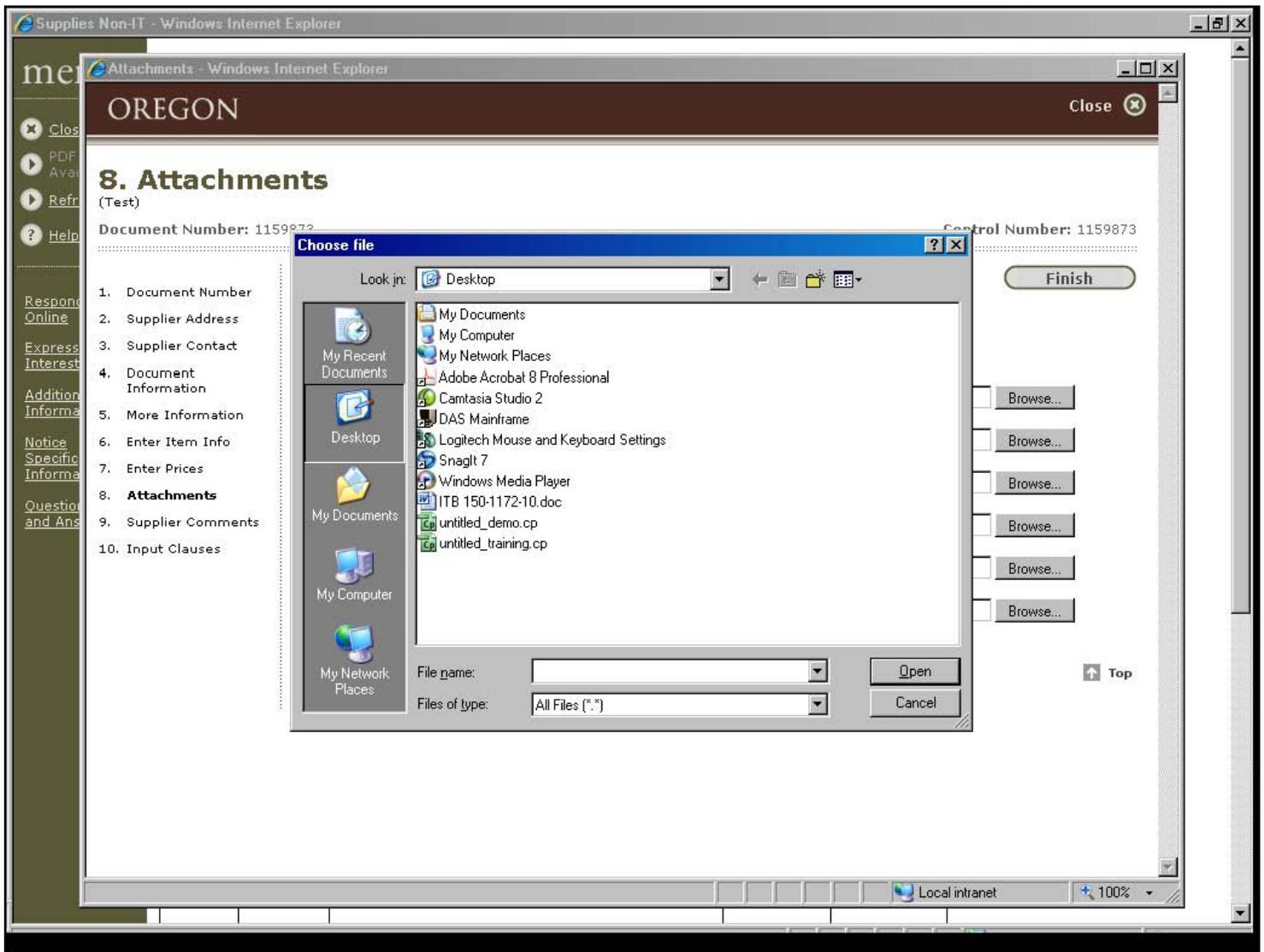
Verify the prices that you entered for each item. If you would like to change a unit price, do so now. When you are ready to proceed, click Next.

Slide 32 - ORPIN Version 2.30



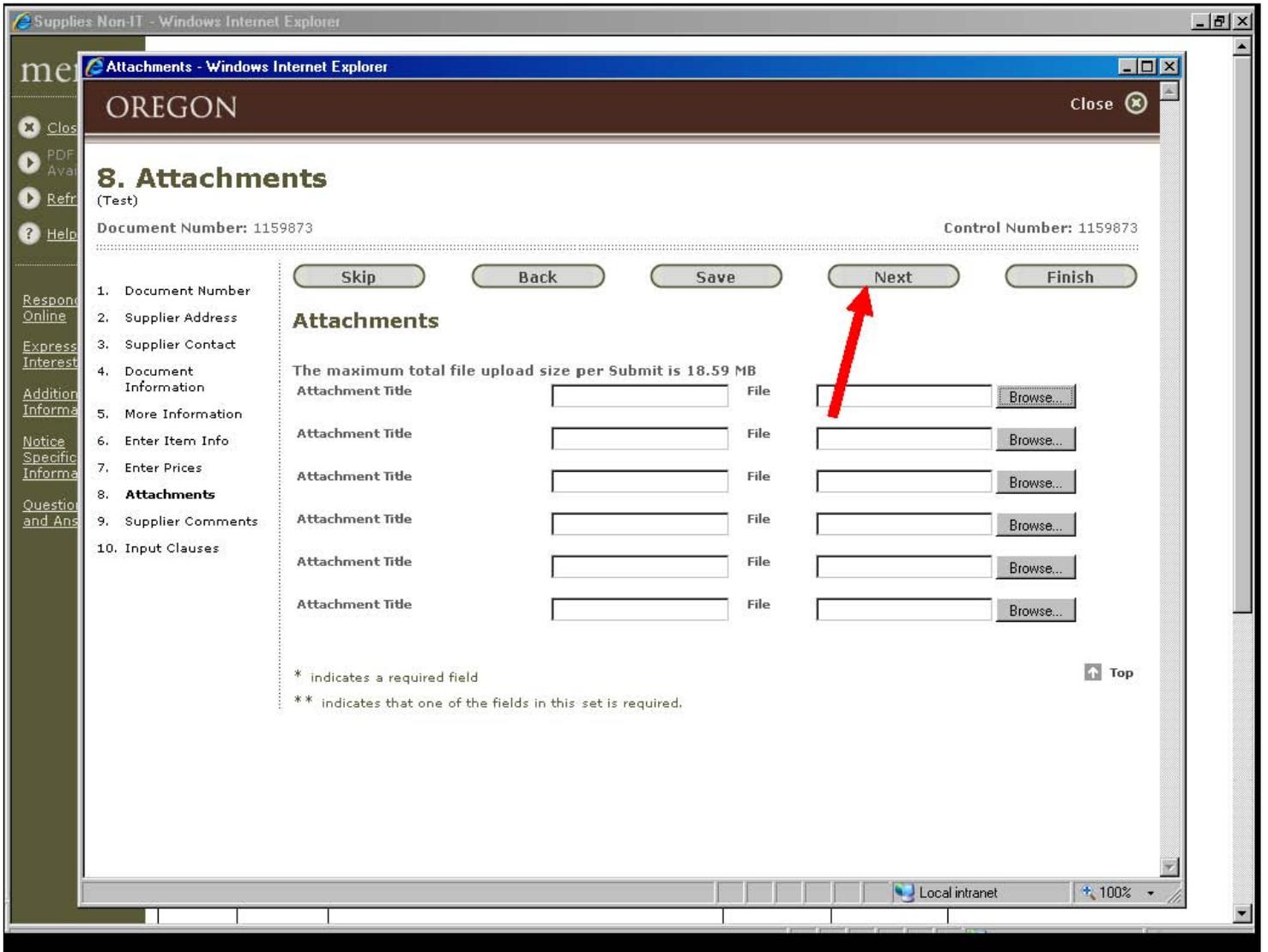
The Attachments page will open. You now have the option to attach additional documentation. If you would like to attach a document, enter a title for your attachment. Then click the Browse button.

Slide 33 - ORPIN Version 2.30



Browse the files on your computer to locate the document that you would like to attach, and double click on it.

Slide 34 - ORPIN Version 2.30



When you are finished with the Attachments page, click on Next to proceed.

Slide 35 - ORPIN Version 2.30

Supplies Non-IT - Windows Internet Explorer

Supplier Comments - Windows Internet Explorer

OREGON

9. Supplier Comments

(Test)

Document Number: 1159873 Control Number: 1159873

Skip Back Save Next Finish

Supplier Comments

1. Document Number
2. Supplier Address
3. Supplier Contact
4. Document Information
5. More Information
6. Enter Item Info
7. Enter Prices
8. Attachments
9. **Supplier Comments**
10. Input Clauses

* indicates a required field

Spell Check Top

Local intranet 100%

The Supplier Comments page allows you to enter any additional comments that you would like to pass on to the agency. When you are done entering comments, click Finish.

Slide 36 - ORPIN Version 2.30

Supplies Non-IT - Windows Internet Explorer

Bid Response - Supplies Non-IT - Windows Internet Explorer

Supplier Response

Pencils
(Test)

ORPIN
Oregon Procurement Information Network

Issued By
Revenue, Oregon Department of
955 Center Street NE
Salem, Oregon
97301

Contact: Delegated Buyer (DCT)
Phone: 1 (999) 378-4642
Fax:
Email:

Draft

Response # 1159873
Opportunity # 150-1172-10 Revision # 1
Closing Date & Time 04/08/2010 5:00 PM
Time Zone Pacific Time
Approx. Time Remaining <input type="text"/>

All dates are mm/dd/yyyy

Attachments Do Not Exist

Supplier Address
My Company
123 Main Street
Salem, Oregon
97301

Receiving Address
Revenue, Oregon Department
of
955 Center Street NE
Salem, Oregon
97301-2555

Date Issued
Your current electronic bid document is in draft form and has not been submitted. In order to submit your official e-Bid, you must click on the <Issue Bid Response> option located on the left hand menu.

Resident Bidder: Yes No

FID:

Contact: John Doe
Phone: 1 (999) 555-1212
Fax:
Email: johndoe@email.test

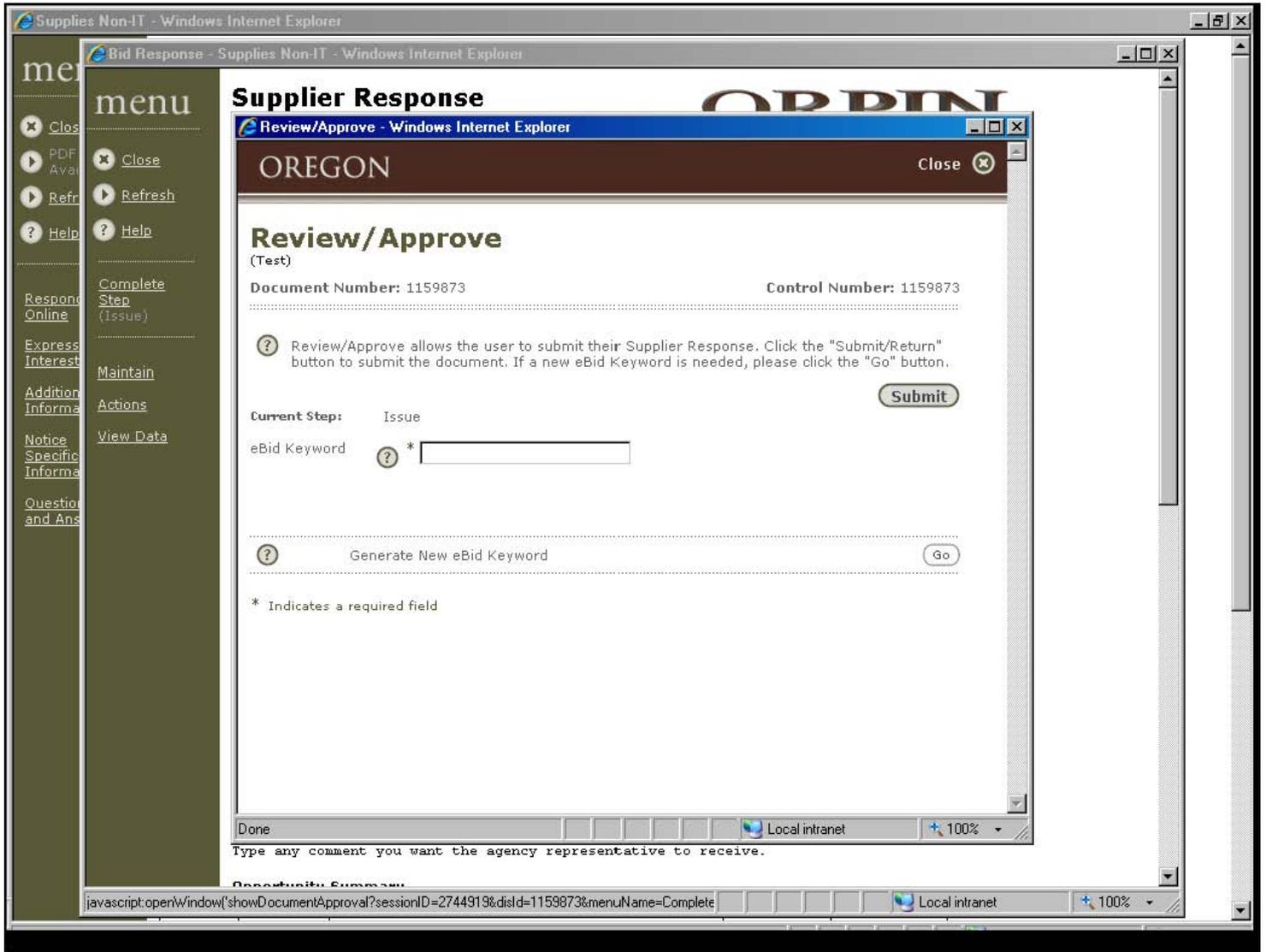
Suppliers Comments
Type any comment you want the agency representative to receive.

Complete Step (Issue)

Done Local intranet 100%

Your e-bid draft is now ready. Review the page, and then click Complete Step in the menu bar to submit it.

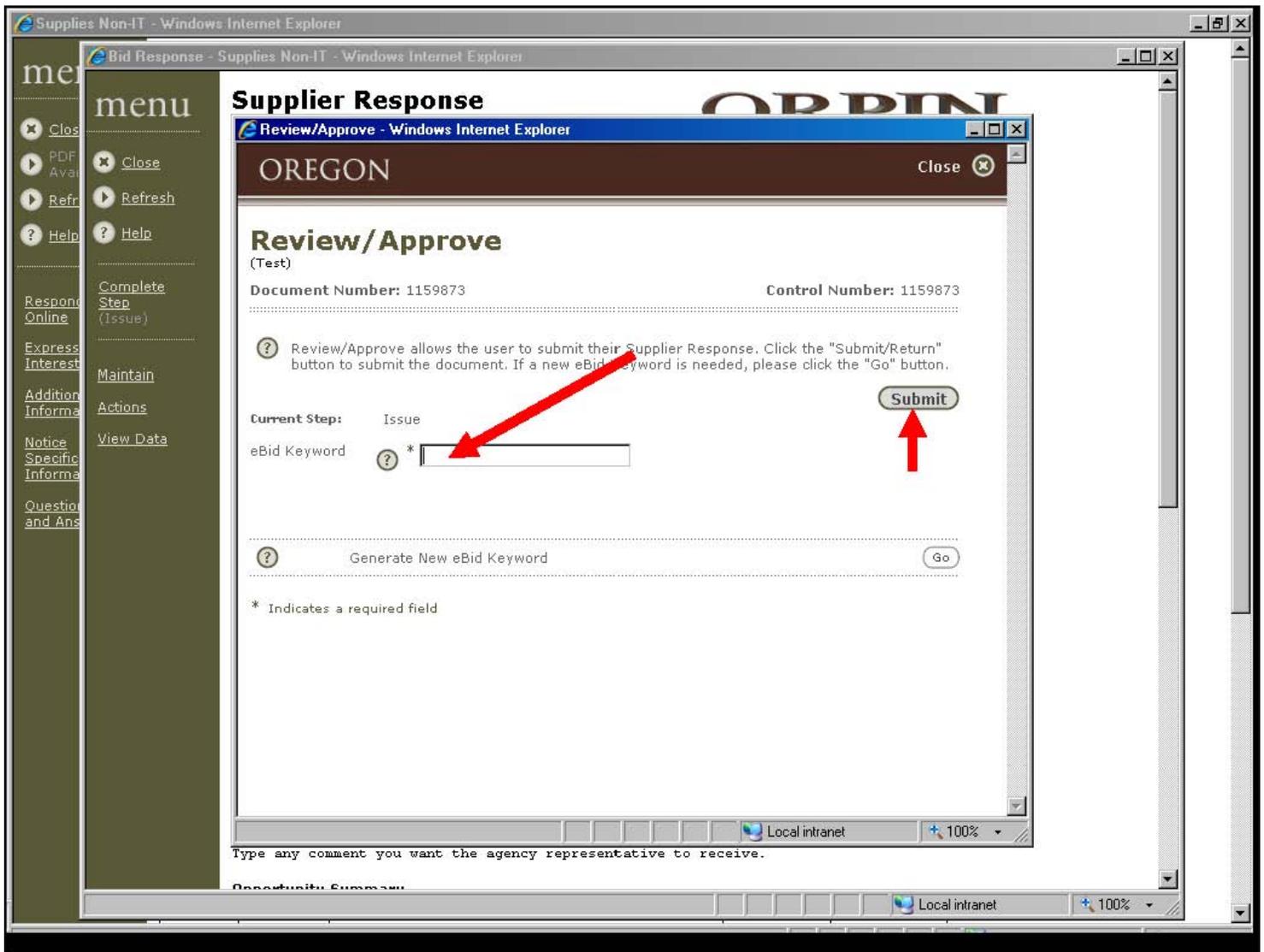
Slide 37 - ORPIN Version 2.30



ORPIN will ask for your e-bid keyword. The e-bid keyword is a special password used just for electronic bidding. This is different from your login password. You should have received a temporary e-bid keyword from ORPIN when you activated electronic bidding on the account.

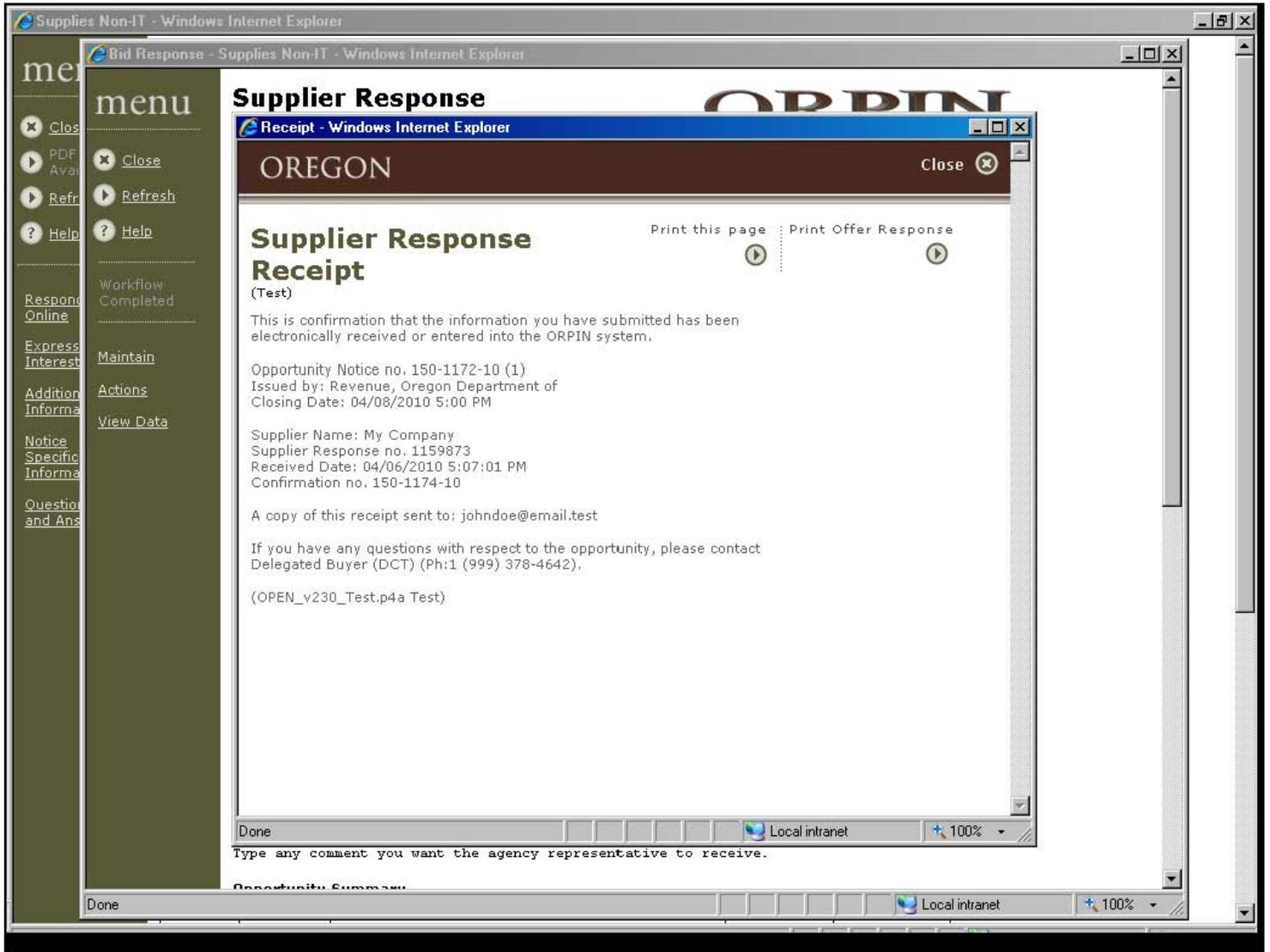
(NOTE: If you do not have an e-bid keyword, close your draft e-bid document and follow the steps on Slides 3 & 4 of this document. When you have your e-bid keyword ready, click on **My Documents** and go to **Draft** to get back into your draft eBid.)

Slide 38 - ORPIN Version 2.30



Type in your e-bid keyword and click Submit to complete the e-bid process.

Slide 39 - ORPIN Version 2.30



You will receive a Supplier Response Receipt, acknowledging the time and date that you successfully submitted your e-bid. You may print the Response Receipt if desired, or choose to print the entire bid as well.



ORPIN Version 2.30

- For additional ORPIN user support, please contact the ORPIN Help Desk at 503-378-4642 or via email at info.orpin@state.or.us.
- For questions regarding a specific opportunity on ORPIN, please contact the listed agency representative.

Slide notes

For additional support on using the ORPIN system, please contact the ORPIN Help Desk at 503-3784642, or send an email to info.orpin@state.or.us. If you have a question regarding a specific opportunity posted on ORPIN, please contact the representative listed at the posting agency.