

From: [HELVEY Adam L * DAS](#)
To:
Cc:
Subject: Data Collection Forms Due Back on by Dec. 23rd
Date: Friday, November 19, 2021 5:52:40 PM
Attachments: [Organization Administrator \(OA\) Training Refresher - Day 123.msg](#)
[Data Collection Template Work Sessions.msg](#)
[Data Collection Template Work Sessions.msg](#)
[DAS - Agency Data Collection Templates.xlsx](#)

Good Day,

The OregonBuys project needs your help to collect updated information on your agency for the new functionality of project Phase II. This Phase affects staff outside of procurement including those who create or process agency requests (requests), purchase orders, receiving & invoicing, and SPOTS card purchases through OregonBuys.

Please complete the attached data collection template and return it to oregonbuys.info@das.oregon.gov by December 23.

- Your attached data collection template is pre-populated to show the existing system setup. Please add new items (users, departments, locations) in the rows below the green highlighted cells. Once we receive your info, we'll batch upload it on your behalf.
- Learn more by watching the [kickoff meeting recording](#). Use passcode: 5@NBpvzc
- Get help with your template by attending a drop-in work session: Tuesdays (Nov 23 – Dec 14, from 10 – 11 a.m.) and Thursdays (Dec 2 – 9, from 2 – 3 p.m.). ICS appointments are attached.
- These templates and an additional kickoff meeting recording are located in Workday, click on your profile picture in the top right, then click on drive. You will see an OregonBuys Phase II folder. I have made sure you have access. Please let me know if you have issues.
- The template and recordings are also housed in the Workday folder – OregonBuys Core Team Resources – Phase II. You can access this by signing into Workday, clicking on your profile picture, clicking on Drive and then you should see the folder. I made sure everyone on this email has access.

Lastly, please don't forget we're holding a refresher OA training for those who want to brush up or who are new to the OA role. This is a 3-day class, held from 10 a.m. to Noon, Nov 30 – Dec 2. An ICS appointment is attached.

Feel free to reach out if you have any questions,



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