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Subject: Data Collection Reminder and Training Modules
Date: Thursday, December 16, 2021 10:52:37 AM

Project Coordinators,

Data Collection Templates –

Please don't forget, that if you haven't already turned in your data collection template, they are due on December 23rd and if you are having troubles, we are more than willing to set up a meeting to help. If those could come in early, that would be great, just in case there need to be edits or adjustments.

Self-Paced Training Modules -

As we get ready for OregonBuys core team sessions, we want to share links to some self-paced training modules with you. The idea is to have meeting participants take the modules in advance of the associated meeting topics, so we're all prepared for discussions. Most of the modules last 15-20 minutes and taking them is optional.

The password for all courses is **@Periscope22**, and here's the breakdown of each week's topics and the associated modules.

Week	Meeting topics	Role and links to self-paced training
Week 1: Requisitions	<ul style="list-style-type: none"> • Requisition module and open market requisitions • Release requisitions • Request for Payment Authorization (RPA) 	Department Access Role <ul style="list-style-type: none"> • Requisitions I • Requisitions II: Release Requisition • Requisitions III: Informal Quotes • Requisitions IV: Request for Payment Authorization
Week 2: Purchase Order Module	<ul style="list-style-type: none"> • Intro to purchase order module and open market POs • Release POs • Master blanket POs 	Basic Purchaser Role: <ul style="list-style-type: none"> • Purchase Orders I • Purchase Orders II • Purchase Orders III • Purchase Orders IV
Week 3: Receiving	<ul style="list-style-type: none"> • Intro to receiving module and full receipts 	Department Access Role: <ul style="list-style-type: none"> • Receiving I

Module	<ul style="list-style-type: none"> • Partial receipts • Return receipts 	<ul style="list-style-type: none"> • Receiving II
Week 4: Invoicing Module and Process Review	<ul style="list-style-type: none"> • Intro to invoicing module • Review session • Review session 	Accounts Payable Role: <ul style="list-style-type: none"> • Invoices I • Invoices II • Invoices III • Invoices IV • Credit Memos I

Please share the modules and information with your core team participants. Feel free to reach out if I can answer any questions.

Many thanks,

Adam Helvey



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