

**From:** [HELVEY Adam L \\* DAS](#)  
**To:** [WISDOM Kimberley \\* DAS](#); [KUMPULA Darwin \\* DAS](#); [DOLL Nancy \\* DAS](#); [HAMMITT Danae \\* ODOE](#); [DAHLBERG Steve \\* DGMI](#); [Laughlin Barbara J](#); [BITTEL Jennifer](#); [Domaschofsky, Sharon K](#); [Kreiger, Tracey](#); [Curry, Julie A](#); [Kneeland, Kailean](#); [HANES Brett](#); [SWEET Joshua](#); [ALFANO Brenda](#); [MAISON Becky \\* OGEC](#); [ETHERINGTON John \\* OSBN](#); [HANLON Sydney P \\* BOAT](#); [CORNISH Christine \\* BOAT](#); [CHOATE Tara \\* OWEB](#); [PSYCHIATRIC SECURITY Review Board \\* PSRB](#); "[Laura.A.AIOmrani@opds.state.or.us](mailto:Laura.A.AIOmrani@opds.state.or.us)"; [SWANSON Heather \\* TIC](#); [SNYDER Lisa J \\* WRD](#)  
**Subject:** R\*STARS prep sessions and Agency Validation sessions  
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Dear OregonBuys Project Coordinators & SPOCs,

We're quickly approaching the time to start validation testing for your agency. As a reminder, validation testing is required, and your agency must participate to ensure your R\*STARS interface works properly. There will also be additional test scenarios that we'll ask your team to run through.

This validation work is twofold:

1. Meet with R\*STARS staff to learn how to prepare required interface paperwork (starts at the beginning of March - invitations go out soon)
  - At least 2 AP users from each agency who will work in OregonBuys and R\*STARS after wave Go-Live will need to attend
  - This meeting will provide an overview of the OregonBuys/R\*STARS integration, the responsibilities of the agency testers, and the forms needed to grant testers access to the R\*STARS Acceptance Test region
2. Run validation scenarios for system and scenarios for R\*STARS (starts the end of May). *\*\*R\*STARS validation must be done by accounts payable staff who will work in OregonBuys and R\*STARS after wave Go-live. At least two AP testers are required\*\**
  - AP users that were in the R\*STARS prep session must attend validation sessions
  - All agency users that will be validating agency scenarios
  - R\*STARS staff will provide additional training to agency testers on how to complete the interface reconciliation forms that need to be submitted and approved prior to wave Go-Live

In preparation, we need you to identify validation leads for your agency. You may choose to have two separate people (one for R\*STARS /one for system scenarios) or have one person be the lead for both.

**Please submit a validation lead name and contact information by Friday, February 18, 2022 to [deanna.harris@das.oregon.gov](mailto:deanna.harris@das.oregon.gov)**



**Adam Helvey OPMA, OPBC**  
**Oregon Buys Agency Liason**  
**ORCPP and Sustainability**  
**Program Manager**  
**(C) 971-349-2329**  
**(F) 503-373-1626**  
<http://procurement.oregon.gov>