

From: [HELVEY Adam L * DAS](#)
To:

Subject: OregonBuys January Meetings
Date: Monday, December 06, 2021 11:48:24 AM
Attachments:

Dear small agencies, boards, and commissions,

We're preparing to engage with you (and your team members) in the new year; as part of the OregonBuys Project Phase II.

Your participation in project meetings is critical to ensuring successful implementation for your office. I will be sending a calendar invite directly to you all right after you receive this message, but we have attached the ICS in case you want to forward it to anyone else.

January 14, Zoom meeting, from 9 - 11 a.m.

Meeting agenda:

- Introduction to the Requisition Module & Open Market Requisitions
- Release Requisitions
- Request for Payment Authorizations (RPAs)
- Introduction to the Purchase Order Module & Open Market Purchase Orders
- Release Purchase Orders
- Master Blanket Purchase Orders

January 28, Zoom meeting, from 9 - 11 a.m.

Meeting Agenda:

- Introduction to the Receiving Module & Full Receipts
- Partial Receipts
- Return Receipts
- Introduction to Invoicing Module

We look forward to "seeing" you soon. Please reach out if you have any questions.

Many thanks,

Adam Helvey