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From: HELVEY Adam L * DAS
Sent: Thursday, October 27, 2022 1:43 PM
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Subject: OregonBuys - Time Sensitive Request for Wave 2 Agencies

Good Afternoon Wave 2 Project Coordinators,

We are needing to make sure that each Wave 2 agency has users set up in UAT. The good news is that PHI will be able to load the main core team members from our web page below, however its important that the information on that page is up to date.

My ask is that each Project Coordinator or SPOC go to the below web page, and do the following:

- Scroll down to Current list of agency Core Team contacts for (large and medium sized agencies)
- Or for the small agencies, scroll down to Small agencies, boards, and commissions SPOC
- Use the navigation arrows at the bottom of the box to find your agency
- Once you have found your agency's line, use the grey scroll bar to scroll to the right until you see edit submission
- Click on edit submission and make sure all the key core team roles have up to date information.
- We are needing this to be completed by this Friday October, 28th at 3pm

Thanks so much for your help on this. If you have any questions, please send them to oregonbuys.info@das.oregon.gov as I will be out on Friday and Monday and I will have my team checking that inbox. Have a great day.

[State of Oregon: OregonBuys project information - Agency resources](#)



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