

## VELEZ Amy E \* DAS

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**From:** HELVEY Adam L \* DAS  
**Sent:** Friday, July 14, 2023 9:12 AM  
**To:** THOMAS Alex R; Hull Stephen; Roth John; MARHEINE Matt \* OEM; Johnson, Robert; Smith, Shirley A; FAHY Robert \* ODVA; Rich.Kline@state.or.us; BERBENA Julie A \* DOC; CARNEY Laura S \* DOC; LABANSKY Curtis J \* DOC; SHEFFIELD Daniel J \* DOC; ALLEN Ruth \* DEQ; MORIARTY Tyna \* OYA; REECE Jill \* OYA; CLARKE Zachary A \* OED; DURHAM Jessica L \* OED  
**Cc:** Elliott Lowell S; HERRERA Holly M; LOVEJOY Michelle \* OEM; HAOLE-VALENZUELA Donna \* ODVA; PAYSENO Toni \* ODVA; Smith, Shirley A; MACIAS Jose \* OSFM; CHAMBERS Toni L \* DOC; TRAN Lisa \* DEQ; KIM Won S \* DEQ; RAMUS Susanna \* OYA; MCCOLLUM George A \* OED  
**Subject:** OregonBuys - Train Environment Setup

Dear Org Administrators and PC's,

OregonBuys training begins on August 1 and will include hands-on activities in the TRAIN environment. Please consider setting up your agency's TRAIN environment as shown below so that your agency staff can participate. The goal here is to have the Training Environment mirror production. Here's the link to the recording on [how to setup TRAIN](#) just in case you need it:

- Departments
- Locations
- Credit Memo reason codes
- End users with location privileges
- Use the Clone feature to stage the documents shown in the table below:

Document Type	Document to Stage	User Role to Create the Staged Document	Document Status to Stage	Minimum Recommended Quantity to Stage
Standard Release Marketplace Requisition	Marketplace Release Requisition - 50 Bic Pens, 100 Binder Clips and 100 Paper Clips (Vendor: Chester's Supply and Service, Contract: PO-AGENCY-0000464 - Standard Release)	DA or BP	Ready for Approval	25% of BP End User Staff
Standard Release PO	Create Release PO for Office Supplies from DA Marketplace Demo	BP	Sent Status	25% of BP End User Staff
Receipt - Receive	Stage Partial Receipt of the 100 Paper Clips and the 100 Binder Clips from the Marketplace PO	BP or DA with Receiving Privilege	Approved	25% of AP End User Staff
Receipt - Return	Stage Return of 50 boxes of Binder Clips from Marketplace PO	BP or DA with Receiving Privilege	Approved	25% of AP End User Staff
MBPO	Create MBPO for existing Contract for Dental Services, \$230,000 - \$200,000 in services and \$30,000 in Fillings with 3 years remaining. Add All Departments to the controls Direct Release, RPA Not allowed, Vendor: 911 Supply	BP	Sent	25% of BP End User Staff
RPA Release	RPA Release Blown Tire - Good Year	DA or BP	Approved	25% of AP End User Staff