

VELEZ Amy E * DAS

From: HELVEY Adam L * DAS
Sent: Thursday, July 20, 2023 11:24 AM
To: NAUGHTON Caleb T * ODFW; WHALEN Patty L * ODFW; BEATY Bill * OPRD; won.s.kim@state.or.us; TRAN Lisa * DEQ; Elliott Lowell S; MCCOLLUM George A * OED; RAMUS Susanna * OYA; HUNT Jeff * DLCD; WILLIAMS Larry * BOLI; BONEBRAKE Terry D * BOLI; HERRERA Holly M; Laura A. Al Omrani; STORM Kathy; PAYSENO Toni * ODVA; HAOLE-VALENZUELA Donna * ODVA; Robert A. Baxter; ROBINSON Haley * OBD; ekaette.udosenata@state.or.us; MARTIN Kat * OCB; WOLFF Michael * OCB; Smith, Shirley A; MACIAS Jose * OSFM; GRIFFIN Ashley * ELD; Dan.Long@ode.oregon.gov; BURNS Pete * OMCB; SCHUBERG Nancy * OTLB; CAMPOS Shelby * GOV; STEELE Fred * LTCO; Cottingham Ashley * LTCO; STEVENS Ava * OAC; KATLER Stacy * OBMI; HIGLEY Anna * REA; TRACY Mesheal L * REA; HAAG Erin * BSPA; PICHEL Alex * CJC; LUO Yufeng * PRA; LOVEJOY Michelle * OEM; Info * BOA; Susi.A.Hodgin@DOC.State.OR.US; PARKMAN Karen * ORC; WINN Connie * ORC; HILL Charles J * MHRA; FARRIER Connie * MHRA; KARDOKUS Laura * TAX; LARA Miriam * BCE; GILKER Heather * BCE; CRUMPLER Robin * OBNI; MCLEOD-SKINNER Cass * BCE; FLEMMING Zach E * CCB
Subject: Staging Docs in TRAIN and Go-live Checklist
Attachments: OregonBuys Go-live Checklist.xlsx

Dear Project Coordinators and SPOCs,

We have a couple of items to share with you. First, attached is the final Go-live checklist for you to use in preparation for the September 19 launch. This document will also be placed in the TEAMS Wave 3 folder as well.

Second, we want to share that the OregonBuys training that begins on August 1 will include hands-on activities. Agencies who are sending students to the training should consider staging a few documents in the TRAIN environment so the students can fully participate. This applies to all agencies, even those with DAS as their Organization administrator (OA).

To stage documents, log in to your agency's [OregonBuys TRAIN environment](#) (or ask a core team member with the appropriate user role) and stage the following documents using the Clone feature:

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

If you have any problems with this, please let me know.



Adam Helvey OPMA
 Oregon Buys Agency Liaison
 ORCPP and Sustainability
 Program Manager
 (C) 971-349-2329
 (F) 503-373-1626
<http://procurement.oregon.gov>
 Data Classification Level 2 - Limited