

# Purchase Request Creation/Send to SPO

Access the ORPIN home page through your Internet access.

**menu**

- ▶ ORPIN Home
- [Login to ORPIN](#)
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## ORPIN

Welcome to the Oregon Procurement Information Network (ORPIN). ORPIN provides access to procurement and contracting information issued by the State of Oregon, local governments, and political subdivisions. You may browse the site as an anonymous user and see summary information. Select the "Browse" option in the left navigation bar to explore these capabilities.

If you wish to view or download the entire opportunity you will need to complete the registration process. You may register as a Basic or Premium Subscriber. Please see the "Subscription Levels" option in the left navigation bar to see the features of each subscription level.

If you have not yet registered you may register now by selecting the "Supplier Registration" option in the left navigation bar. If you are already registered you may log on now by selecting the "Logon to ORPIN" option in the left navigation bar.

If you have any questions about ORPIN, information, including answers to commonly asked questions, can be found here.

[Last ORPIN Update 09/20/2006](#)

2. Click on **“Login to ORPIN”** in the left hand menu bar

# Purchase Request Creation/Send to SPO

A similar screen will display

**e-Procurement**  
**ORPIN**  
(Test)  
Access, Browse and Compete on Opportunities at any time.

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**Login to ORPIN** ?

User Name:

Password (case sensitive):

[Having trouble logging in? Click here](#)

3. Enter your “**User Name**”
4. Tab down and enter your “**Password**”
5. Click on the “**Submit**” button.

## Purchase Request Creation/Send to SPO

A similar screen will display with the name of the Person logging on to the ORPIN system.

The screenshot displays the ORPIN system interface. On the left is a dark green navigation menu with the word "menu" at the top. The menu items are: [Browse Opportunities](#), [Statewide Contract Search](#), [Contract Browse](#), [Browse Opportunity Notices and Results](#), [My Documents](#), [Browse Suppliers](#), [Create Documents](#), [Verify/Change Your Information](#), [Browse Commodity Code](#), [Reporting/Inquiry](#), [ORPIN Time](#), and [Exit from ORPIN](#).

The main content area is titled "Hello Delegated Buyer - Agency" and includes a "State Government" button. Below this, it shows the last login time: "The last time you logged onto the system was: 12/15/2006 11:37 AM". A welcome message follows: "Welcome to ORPIN" and "The Navigation menu on the left includes links to all functions you have been authorized to use in the ORPIN system."

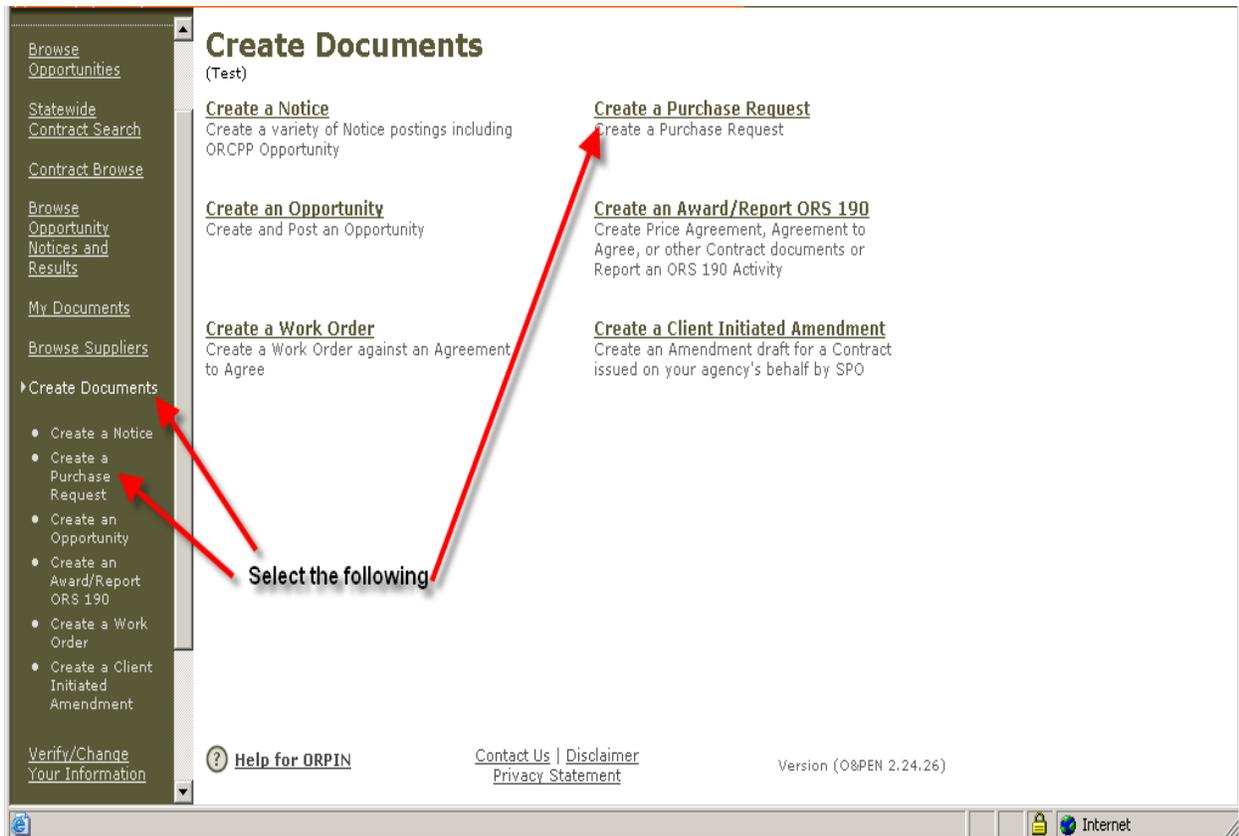
The "Internal User Help" section lists five processes, each with a red arrow pointing to it from a central text box: [Purchase Request to SPO](#), [QRF Price Agreement Determination to SPO](#), [Amend a QRF contract](#), [Client Initiated Amendment to SPO](#), and [Special Request to SPO](#). The central text box contains the instruction: "If you are unsure how a process may work click on one of the five processes in the Internal User Help section".

At the bottom of the page, there are links for [Help for ORPIN](#), [Contact Us](#), [Disclaimer](#), and [Privacy Statement](#). The version number is listed as "Version (O&PEN 2.24.26)". The browser status bar at the bottom shows "Done" and "Internet".

6. Click on “**Create Documents**” from the left hand menu bar

# Purchase Request Creation/Send to SPO

A similar screen will display



7. Click on “**Create a Purchase Request**” on the main screen or the left hand menu bar.

## Purchase Request Creation/Send to SPO

A similar screen will display

**Create a Purchase Request**  
(Test)

To start creating a Purchase Request, select the discipline from the list provided and press Next.

**Discipline** Next

- Supplies Non-IT
- Supplies IT
- Trade Services Non-IT
- Trade Services IT
- Personal Services Non-IT
- Personal Services IT
- A & E
- A & E Related Services
- Ordinary Construction
- Public Improvement

Select the type of Service or Supplies you are wanting to acquire by clicking on the radio button

↑ Top

8. Click on the matching type of discipline on the face of the document and then click on “Next”

## Purchase Request Creation/Send to SPO

A similar screen will display

The screenshot shows a web application interface for creating a purchase request. On the left is a dark green sidebar with navigation links: [Browse Opportunities](#), [Statewide Contract Search](#), [Contract Browse](#), [Browse Opportunity Notices and Results](#), [My Documents](#), [Browse Suppliers](#), [Create Documents](#) (with sub-items: Create a Notice, Create a Purchase Request, Create an Opportunity, Create an Award/Report ORS 190, Create a Work Order, Create a Client Initiated Amendment), and [Verify/Change Your Information](#). The main content area is titled "Create a Purchase Request (Test)" and includes a "Back" button and a help icon with the text: "Select the Organizations for the document. Issued By refers to the issuing organization. Issued For refers to the organization the document is intended for." Below this is the "Organizations" section with two dropdown menus: "Issued By:" (selected: State Procurement Office 102000) and "Issued For:" (selected: Administrative Services, Department of 107000). A "Next" button is located to the right of the "Organizations" section. At the bottom, there are links for "Help for ORPIN", "Contact Us | Disclaimer Privacy Statement", and "Version (O&PEN 2.24.26)".

9. To select the “Issued By” agency, click on the down arrow for a drop down menu of your agency’s organization. Choose the agency the PR is being issued by.
10. To select the “Issued For” agency, click on the down arrow for a drop down menu of agencies you have permission to issue PR’s on behalf of. Choose the agency the PR is being issued for (i.e. a field office, personnel office, etc.).
11. After completing steps 8 and 9 above, click on “**Next**”.

# Purchase Request Creation/Send to SPO

A similar screen will display

The screenshot shows a web application interface for creating a purchase request. On the left is a dark sidebar with navigation links: [Browse Opportunities](#), [Statewide Contract Search](#), [Contract Browse](#), [Browse Opportunity Notices and Results](#), [My Documents](#), [Browse Suppliers](#), **▶ Create Documents** (with sub-items: [Create a Notice](#), [Create a Purchase Request](#), [Create an Opportunity](#), [Create an Award/Report ORS 190](#), [Create a Work Order](#), [Create a Client Initiated Amendment](#)), and [Verify/Change Your Information](#).

## Create a Purchase Request (Test)

⏪ Back

ⓘ This page allows you to review your information before creating the document. It also handles any additional information needed such as Calendar Year.

### Additional Information Create

<b>Discipline:</b>	Supplies Non-IT
<b>Document Type:</b>	Purchase Request
<b>Procurement Method:</b>	Purchase Request
<b>Issued By:</b>	State Procurement Office
<b>Issued For:</b>	Administrative Services, Department of
<b>Calendar Year:</b>	<input checked="" type="radio"/> Current Calendar Year <input type="radio"/> Next Calendar Year

I agree that there is no existing Price Agreement that will fulfill the purpose of this Request.

[Browse Contracts](#) **Browse for a current contract**

\* indicates a required field

**Check this box**

[Help for ORPIN](#) [Contact Us](#) | [Disclaimer](#) | [Privacy Statement](#) Version (O&PEN 2.24.26)

12. Verify the Discipline, Document Type, Procurement Method, Issued By, Issued For and Calendar Year.

13. Browse for a current contract for this Service or Supplies

14. Check the “I agree etc.” box and click on “Create”

## Purchase Request Creation/Send to SPO

A similar screen will display as a Request for Supplies and Services (PR) document is generated.

**menu**

Close

Print

Document

Data

Contact Information

Comments & Clauses

Actions

Check Integrity

Process History

Delete

Clone

Forward

Email Agent List

Refresh

Creation

Help Desk

### Request for Supplies & Services (PR)

**Document Title does not exist**  
(Test)



**ORPIN**  
Oregon Procurement Information Network

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**Issued By**  
State Procurement Office  
1234 Agency Street  
Agency Place, Oregon  
97303

**Contact:**  
**Phone:**  
**Fax:**  
**Email:**

**Draft**

<b>Purchase Request #</b> 102-1071-06
<b>Issued Date</b>

All dates are mm/dd/yyyy

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Attachments Do Not Exist

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**Issued For**  
Administrative Services, Department of  
1234 Agency Street  
Agency Place, Oregon  
97303

**Contact:**  
**Phone:**  
**Fax:**  
**Email:**

**Procurement Authority Citation**

**Special Procurement/Exemption**

Agency No.	Year	Index	PCA	Object	Agency Object
Grant	Grant Phase	Project	Project Phase	Percentage	

15. The System will fill in the Issued by and Receiving Address Information based upon the selections you made in Steps 8 & 9 (Issued By and Issued For).
16. **It is not possible to change the agency name at any time.** If it becomes necessary to change the agency name, you must Delete (selection in left hand menu bar) this document and create a new document.
17. For more information on revising or entering contact information, please proceed to the next step in this document.

# Purchase Request Creation/Send to SPO

**Request for Supplies & Services (PR)**

**ORPIN**  
Oregon Procurement Information Network

Document Title does not exist  
(Test)

**Issued By**  
State Procurement Office  
1234 Agency Street  
Agency Place, Oregon  
97303

**Issued For**  
Administrative Services, Department of  
1234 Agency Street  
Agency Place, Oregon  
97303

**Purchase Request #**  
102-1071-06

**Issued Date**  
All dates are mm/dd/yyyy

**Special Procurement/Exemption**

Agency No.	Year	Index	PCA	Object	Agency Object
<b>Grant</b>	<b>Grant Phase</b>	<b>Project</b>	<b>Project Phase</b>	<b>Percentage</b>	

**Funding Source**

18. If necessary, you can change the Issued by Address or the Receiving Address. You may do so by selecting "Contact Information" from the left hand menu bar or directly clicking "Contact" on the main screen.
19. To enter or change the contact information, select either Issued By Contact or Issued For Contact, whichever is appropriate?
20. For more information on revising or entering contact information, please proceed to the next step in this document.

## Purchase Request Creation/Send to SPO

If you have selected “Contact Information” for the “Issued By” from the left hand menu bar or clicked on the Contact on the main screen, a screen similar to the following appears.

**OREGON**

### Issued By Contact

(Test)

ⓘ Please enter the appropriate information into the fields.

Select or Find Contact

Select: Select contact

Find: Search for a Person

If contact is not in the drop down section click on "Search for a Person"

Find your contact in the drop down selection

Internet

21. The format of the Contact information is a very important in order for the search components in ORPIN to provide accurate information. Please follow the instructions on the next four pages carefully.
22. To find the name of the contact person, click on “**Search for a Person**”.
23. For more information on revising or entering contact information, please proceed to the next step in this document.

## Purchase Request Creation/Send to SPO

A similar screen will display

The screenshot shows a web application interface for 'Contact Search'. At the top, there is a dark brown header with the word 'OREGON' in white. Below the header, the main content area has a title 'Contact Search' in bold, followed by '(Test)' in smaller text. A 'Back' button with a left-pointing arrow is visible. The central part of the screen is a form titled 'Contact Search' with a help icon (question mark) in the top right corner. The form contains five input fields: 'Reference Id', 'First Name', 'Middle Name', 'Last Name', and 'Title'. The 'Last Name' field contains the text 'Agency' and has a mouse cursor hovering over it. A 'Search' button is located at the bottom right of the form. At the bottom of the browser window, there is a 'Done' button.

24. Enter either the contact person's first name, last name or both. You only need to make one entry (first name or last name or middle name). Capitalization is not necessary.

25. Click on the "**Search**" button.

## Purchase Request Creation/Send to SPO

A similar screen will display

Reference Id

First Name

Middle Name

Last Name

Title

	Name	Phone No	Email	City
1	<a href="#">Agent - Agency</a>	1 (503) 333-3333	AgentAgency@abc.com	Agency Place
2	<a href="#">Delegated Buyer - Agency</a>	1 (503) 555-5555	AgencyUser@abc.com	Agency Place
3	<a href="#">DPO - Agency</a>	1 (503) 454-4545	DPOAgency@abc.com	Agency Place
4	<a href="#">OAC - Agency</a>	1 (503) 666-6666	DPOAgency@abc.com	Agency Place

26. Find the correct contact name under the Name column from the search results which now appear at the bottom of the screen.

27. Click on the correct contact name from the search results

## Purchase Request Creation/Send to SPO

A similar screen will display

**OREGON**

### Contact

(Test)

? Please enter the appropriate information into the fields.

**Select or Find Contact**

Select:

Find:

---

**Contact Information**

Name: \*Delegated Buyer - Agency

Phone: \*  Country Code \*  Area Code \*  Number  Extn

Fax:

Email:

\* indicates a required field

Done

28. Verify information on the screen. If information is incorrect, type in the correct information. If the information is correct click on the "Submit" button.

# Purchase Request Creation/Send to SPO

A similar screen will display with the contact information displayed on the form

**menu**

- Close
- Print
- Document
- Data
- Contact Information
  - Issued By Address
  - Issued By Contact
  - Issued For Address
  - Issued For Contact
- Comments & Clauses
- Actions
  - Check Integrity
  - Process History
  - Delete
  - Clone
  - Forward
  - Email Agent List
  - Refresh
- Creation
- Help Desk

## Request for Supplies & Services (PR)

**ORPIN**  
Oregon Procurement Information Network

**Document Title does not exist**  
(Test)

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**Issued By**  
State Procurement Office  
1234 Agency Street  
Agency Place, Oregon  
97303

**Contact:** Delegated Buyer - Agency  
**Phone:** 1 (503) 555-5555  
**Fax:**  
**Email:** AgencyUser@abc.com

Draft

**Purchase Request #**  
102-1071-06

**Issued Date**

All dates are mm/dd/yyyy

---

Attachments Do Not Exist

---

**Issued For**  
Administrative Services, Department of  
1234 Agency Street  
Agency Place, Oregon  
97303

**Contact:**  
**Phone:**  
**Fax:**  
**Email:**

**Procurement Authority Citation**

**Special Procurement/Exemption**

Agency No.	Year	Index	PCA	Object	Agency Object
Grant	Grant Phase	Project	Project Phase	Percentage	

**Funding Source**

## Purchase Request Creation/Send to SPO

If you have selected “Contact Information” for the “Issued For” from the left hand menu bar or clicked on the Contact on the main screen, a screen similar to the following appears.

**OREGON**

### Issued For Contact

(Test)

? Please enter the appropriate information into the fields.

**Select or Find Contact**

Select:

Find:

---

**Contact Information**

First Name:

Last Name: \*

	Country Code	Area Code	Number	Extn
Phone:	* <input type="text" value="1"/>	* <input type="text"/>	* <input type="text"/>	<input type="text"/>
Fax:	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email:

\* indicates a required field

Done

29. Follow the same steps from 20 through 27.

30. If there are no results for your contact search you may type in the contact person's information. When entering the name use the format of last name first, first name second (i.e. Smith, Robert).

31. Click on the “**Submit**” button.

# Purchase Request Creation/Send to SPO

A similar screen will display with the contact information displayed on the form

**menu**

- Close
- Print
- Document
- Data
- Contact Information
  - Issued By Address
  - Issued By Contact
  - Issued For Address
  - Issued For Contact
- Comments & Clauses
- Actions
  - Check Integrity
  - Process History
  - Delete
  - Clone
  - Forward
  - Email Agent List
  - Refresh
- Creation
- Help Desk



## Request for Supplies & Services (PR)

Document Title does not exist  
(Test)

---



**Issued By**  
State Procurement Office  
1234 Agency Street  
Agency Place, Oregon  
97303

**Contact:** Delegated Buyer - Agency  
**Phone:** 1 (503) 555-5555  
**Fax:**  
**Email:** AgencyUser@abc.com

Draft

<b>Purchase Request #</b> 102-1071-06
<b>Issued Date</b>

All dates are mm/dd/yyyy

---

Attachments Do Not Exist

---

**Issued For**  
Administrative Services, Department of  
1234 Agency Street  
Agency Place, Oregon  
97303

**Contact:** Agency, Unrestricted  
Procurement Officer  
**Phone:** 1 (503) 666-9999  
**Fax:**  
**Email:** UP0@abc.com

**Procurement Authority Citation**

**Special Procurement/Exemption**

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Agency No.	Year	Index	PCA	Object	Agency Object
Grant	Grant Phase	Project	Project Phase	Percentage	

---

**Funding Source**

32. When all information is entered, the user is ready to create a record of the PR document.
33. When the user is ready to progress the document to the next step (approvals) they click on "Purchase Request Creation" in the left hand menu bar.

## Purchase Request Creation/Send to SPO

A screen similar to the screen below will display if the user has failed to fill in all of the required fields on the form and is attempting to complete a progression step (Create PR, Agency Approval, SPO Approval, etc). The screen will identify only the fields that are not complete.



34. The user will need to close this screen by selecting "Close" in the upper right corner. This will return you to the document for completion.
35. When you have corrected the missing information, select "Purchase Request Creation" in the left hand menu bar again.

## Purchase Request Creation/Send to SPO

A similar screen displays when all required sections of the PR are filled in and you have passed the Integrity Check step identified previously. The screen should now display the PR number, date and time of action, current step and the next step.

The screenshot shows a web browser window titled "Approval - Microsoft Internet Explorer provided by DAS". The page header includes the word "OREGON" and a "Close" button. The main heading is "Review/Approve (Test)". A "Submit Return" button is located in the upper right. The form displays the following information:

- Document Reference Number: 1020020804
- Date and Time: 03/31/2005 11:54 AM
- Current Step: Purchase Request Creation
- Next Step: A dropdown menu is open, showing options: Purchase Request Internal Approval (selected), Purchase Request Agency Approval, Purchase Request SPO Approval, and Purchase Request Issue.
- Send email to agent: (field is empty)

The browser's status bar at the bottom shows "Done" and "Internet".

36. The user must click on the drop down arrow at the far right side of the box next to the words "Next Step". This will expose the next process step for your document. The title of the "Next Step" may differ with each agency based upon the review processes they have been identified for your particular agency. These steps could be mandatory or deferrable. Please refer to the DAS CD instructions for explanation.
37. User completes the agency approval steps as identified in the "Next Step" process.
38. When agency has obtained all internal approvals and the document is final (includes a draft attachment such as a concept document, statement of work, or specifications, or any combination thereof as required by the ORPIN policy issued by DAS SPO), user selects the "Purchase Request SPO Approval" step from the "Next Step" box.

## Purchase Request Creation/Send to SPO

The screenshot shows a web browser window titled "Approval - Microsoft Internet Explorer provided by DAS". The page header features the word "OREGON" in a large, serif font. Below the header, the main content area is titled "Review/Approve (Test)". On the right side, there is a "Submit Return" button. The form displays the following information:

- Document Reference Number: 1020023204
- Date/Time: 06/09/2005 10:53 AM
- Current Step: Purchase Request Creation
- Next Step: Purchase Request SPO Approval (selected in a dropdown menu)
- Additional Option: A Forwarding Account - Use this to move PR to SPO, SPO PR (available in a second dropdown menu)
- Send email to agent responsible for the document?

39. The user clicks on the arrow to the right of the "Select Person Responsible" and it displays a drop down menu. The individual names and their agency's organization will appear in the drop down. This display will be different for each agency.
40. The user must select "**A Forwarding Account - Use this to move PR to SPO, SPO PR**" (It may require the user to scroll down the drop down menu bar). **DO NOT SELECT ANYTHING OTHER THAN "A Forwarding Account - Use this to move PR to SPO, SPO PR"** to send the PR to SPO for approval.
41. Select "Submit Return"; this action will send the PR to the State Procurement Office to be processed as a solicitation released on behalf of the requesting agency. The user will no longer have control of this document to make any adjustments or changes.
42. **NOTE: When sending a PR to SPO for processing, users MUST NEVER select the "Issue PR" option. If the agency completes the "Issue PR" step, the document cannot amended or progressed to a solicitation by SPO and the agency will be required to re-enter the PR and resend it to SPO.**

**Also, do not use "Forward" to send the PR to SPO for processing.**