Processing of Special Request Documents in ORPIN, both agency user and DPO.

The following is a general example of one type of document under "Special Requests", in which SPO is only trying to display how an agency user will be notified when they have a step to progress, where to find it and how to progress the document to the next stage.

menu

⊗ Close

▶ Print

Document

Data

▶ Contact
Information
  • Address
  • Designated
    Procurement
    Officer

Check Integrity
Process History
Delete
Forward
Refresh

Creation

? Help

Authorized Agency staff will fill out the request document and select the create button.

Department of Administrative Services, State Services Division

Delegation of Purchase Authority Request
State Procurement and Contracting

A delegation request under ORS 279A.075 and OAR 125-246-0170(8) is to be made through ORPIN or in writing to the state Chief Procurement Officer of the department of Administrative Services, State Services Division (SSD), State Procurement Office (DAS SPO). Your Request must be dated and signed by the agency Designated Procurement Officer (DPO), or designee. This delegation of purchase authority request is to be used by all state agencies subject to the Deparment of Administrative Services purchasing authority pursuant to ORS 279A.140.

To: Dianne Lancaster, Chief Procurement Officer   Phone: 503-378-4721
    DAS SSD State Procurement Office   Fax: 503-373-1626
    1225 Ferry Street SE U140
    Salem, OR 97301-4268

Date	Agency Name:
	ODOT – Central Services
Agency 6-digit Number:	**Name of Designated Procurement Officer (DPO):**
730000-CS	Denna Coleman
Address:	**DPO Number:**
455 Airport Rd SE	1 (999) 986-2665
Bldg K	**DPO Fax Number:**
Salem, OR 97301	1 (999) 986-2630

Expenditure Account Number:
568994479

Received Date:	DAS SPO File #:
	DELEGATE-90-06

AGENCY MUST PROVIDE THE FOLLOWING INFORMATION

☐ Yes ☑ No	Does a price agreement exist for any or all of the product(s) or service(s)?
☐ Yes ☑ No	Is the product(s) or service(s) available through the Inmate Program?

A similar page will display to the authorized agency user

A similar message shall appear in the DPO'S e-mail account -

Diana, Please approve this document and move to the next process step. ¶

¶

The ORPIN System can be found at: ° ↵
http://orpinalt.oregon.gov/v224p_test/open.dll/. ·¶

¶

Special Request: ↵
Request for Delegation ↵
If you have any questions with respect to the document, please contact Denna (Ph:1 (999) 986-2665). ·¶

If you have any questions, please contact the <a href="http://www.oregon.gov/DAS/SSD/SPO/ORPIN-Contact-info.shtml"·
378-4642¶

(2.24.32 Test) ·¶

Message from agency user

System Id's who request came from

System identified document titles

This mock up was done in test ignore all other references

The document is now in the control of the DPO -

Complete the following steps:

Step 1 - DPO logs into ORPIN

menu

▸ORPIN Home

Login to ORPIN

Supplier
Registration

Browse

Registration of a
Public (tax
supported) Entity

FAQ

Subscription Levels

How to disable
your popup
blocker

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

Login to ORPIN ⑦

User Name: DFoster
Password (case sensitive):   ********

Submit   Reset

Having trouble logging in? Click here

The DPO has received the e-mail so they
would log into ORPIN as they normally
would

Step 2 - DPO goes to "My Documents" to select search method

Step 3 - DPO selects search to find document

My Documents
(Test)

menu

Browse
Opportunities

Statewide Contract
Search

Award Search

Browse
Opportunity
Notices and
Results

▸My Documents

- Document
  Search
- To Do List
- Distribution List
  Maintenence

Browse Suppliers

Create Documents

Verify/Change
Your Information

Browse
Commodity Code

Document Search
Search for documents by
person,organization, Supplier Registration
number.

Distribution List Maintenence
Create or edit distribution lists

To Do List
Search for documents you have
responsibility for.

Select the "To Do List" in either location

Step 4 - DPO searches for document

My Documents
(Test)

To Do List ⓘ

Responsible Person: Foster, Diana

"Issued By" Organization: (Find) (Clear)

"Issued For" Organization: (Find) (Clear)

Use Organization Hierarchy for "Issued For" Organization?   ○ Yes   ○ No

Search Method: All Draft Documents ▼

Document Type: Special Request ▼   All ▼

(Submit)

You can usually leave the selection settings alone and just click on "Submit"

menu

Browse Opportunities

Statewide Contract Search

Award Search

Browse Opportunity Notices and Results

▸My Documents

- Document Search
▸ • To Do List
- Distribution List Maintenence

Browse Suppliers

Create Documents

Verify/Change Your Information

Browse Commodity Code

Step 5 - DPO selects document from list that displays

Step 6 - DPO reviews document for completeness

menu

🅧 Close

▶ Print

Document

Data

Contact
Information

Check
Integrity

Revert

Process
History

Forward

Refresh

DPO Approval

❓ Help

The Document displays, DPO does whatever reviews of document needed.

Department of Administrative Services, State Services Division

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    1225 Ferry Street SE U140
    Salem, OR 97301-4268

Date	Agency Name:
02/07/2007	ODOT - Central Services
Agency 6-digit Number:	**Name of Designated Procurement Officer (DPO):**
730000-CS	Denna Coleman
Address:	**DPO Number:**
455 Airport Rd SE	1 (999) 986-2665
Bldg K	**DPO Fax Number:**
Salem, OR 97301	1 (999) 986-2630

Expenditure Account Number:	
568994479	

Received Date:	DAS SPO File #:
	DELEGATE-90-06

AGENCY MUST PROVIDE THE FOLLOWING INFORMATION

☐ Yes ☑ No	Does a price agreement exist for any or all of the product(s) or service(s)?
☐ Yes ☑ No	Is the product(s) or service(s) available through the Inmate Program?

Step 7 - Review shows document not complete. DPO can choose to correct, complete the information or Revert the document back to the authorized agency user

menu

- Close
- Print

Document

Data

Contact
Information

Check
Integrity

Revert

Process
History

Forward

Refresh

DPO Approval

? Help

If information is missing DPO can either put it in the document or "Revert" the document back to the authorized agency user to fill in.

Department of Administrative Services, State Services Division

Delegation of Purchase Authority Request
State Procurement and Contracting

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	DELEGATE-90-06

AGENCY MUST PROVIDE THE FOLLOWING INFORMATION

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☐ Yes	☑ No	Is the product(s) or service(s) available through the Inmate Program?

Step 8 - DPO reverts document back to authorized agency user
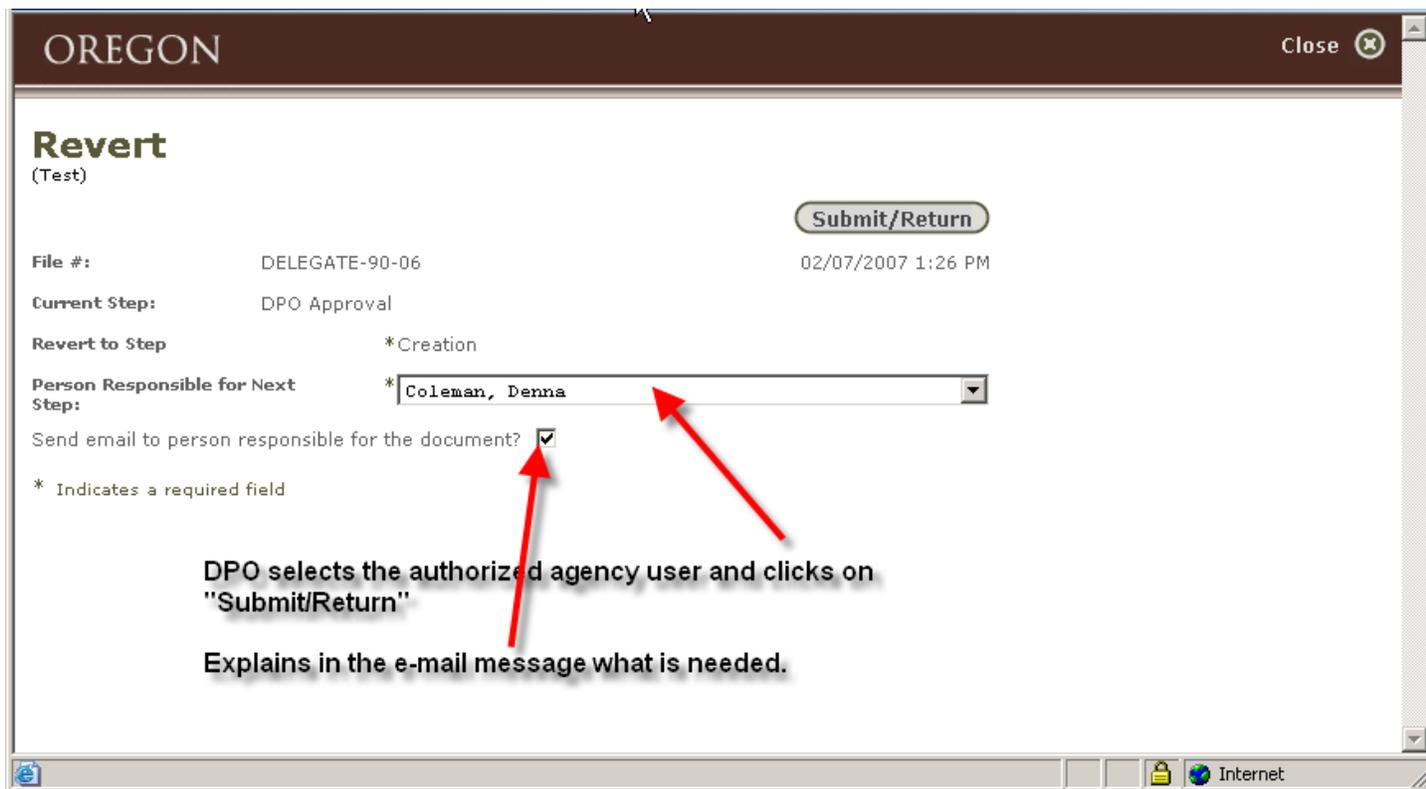
Step 9 - Authorized agency user gets e-mail and fills in missing information on the document being created, and then sends back to DPO.

Step 10 - DPO follows steps 1 through 8 again. If 8 is ok then move to step 11.

Step 11 - DPO approves the document and moves it to the next step by clicking on the "DPO Approval" selection

Step 12 - **DPO selects the responsible party for the next step in the workflow process, and clicks on "Submit/Return". The document will leave the DPO'S control.** For this type of document the next step will be "Send to SPO". The responsible person(s) will be different in other types of documents.
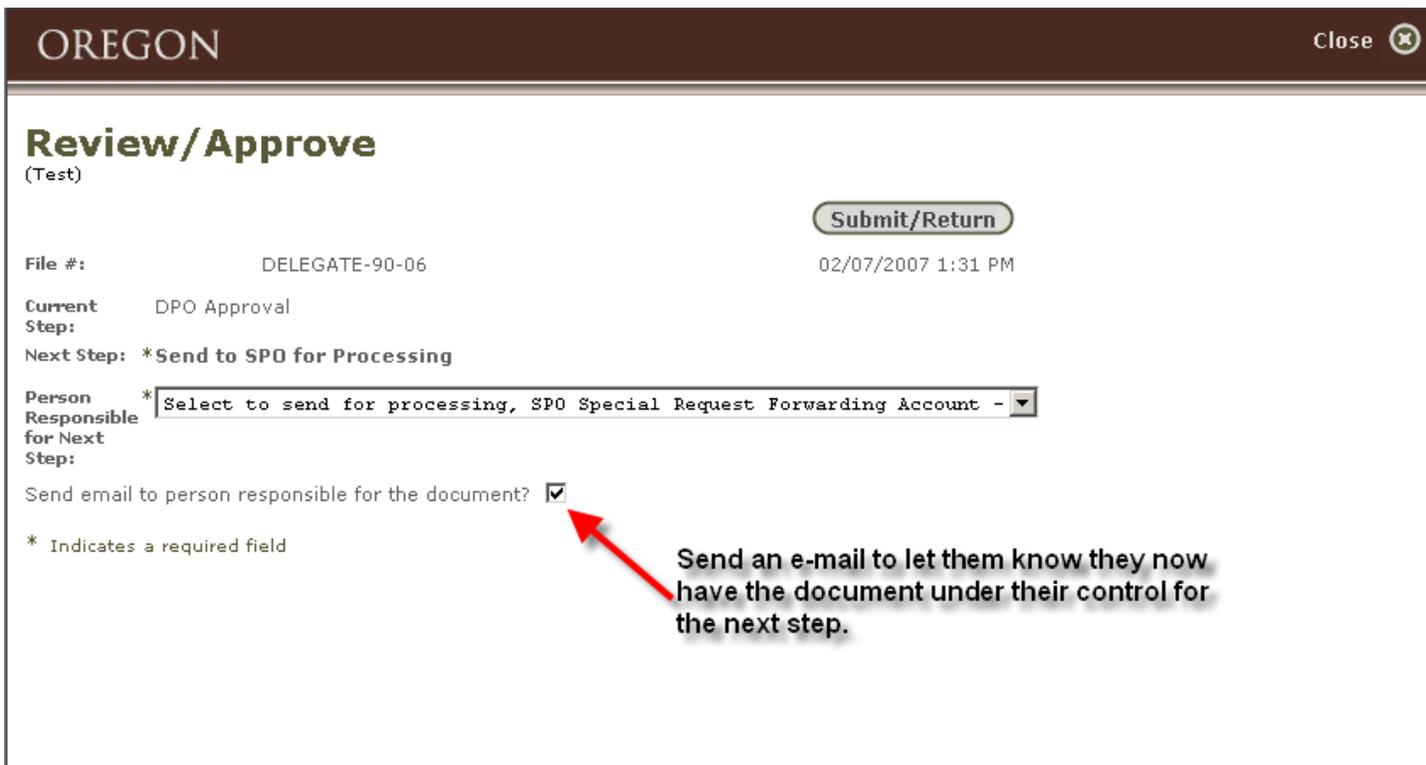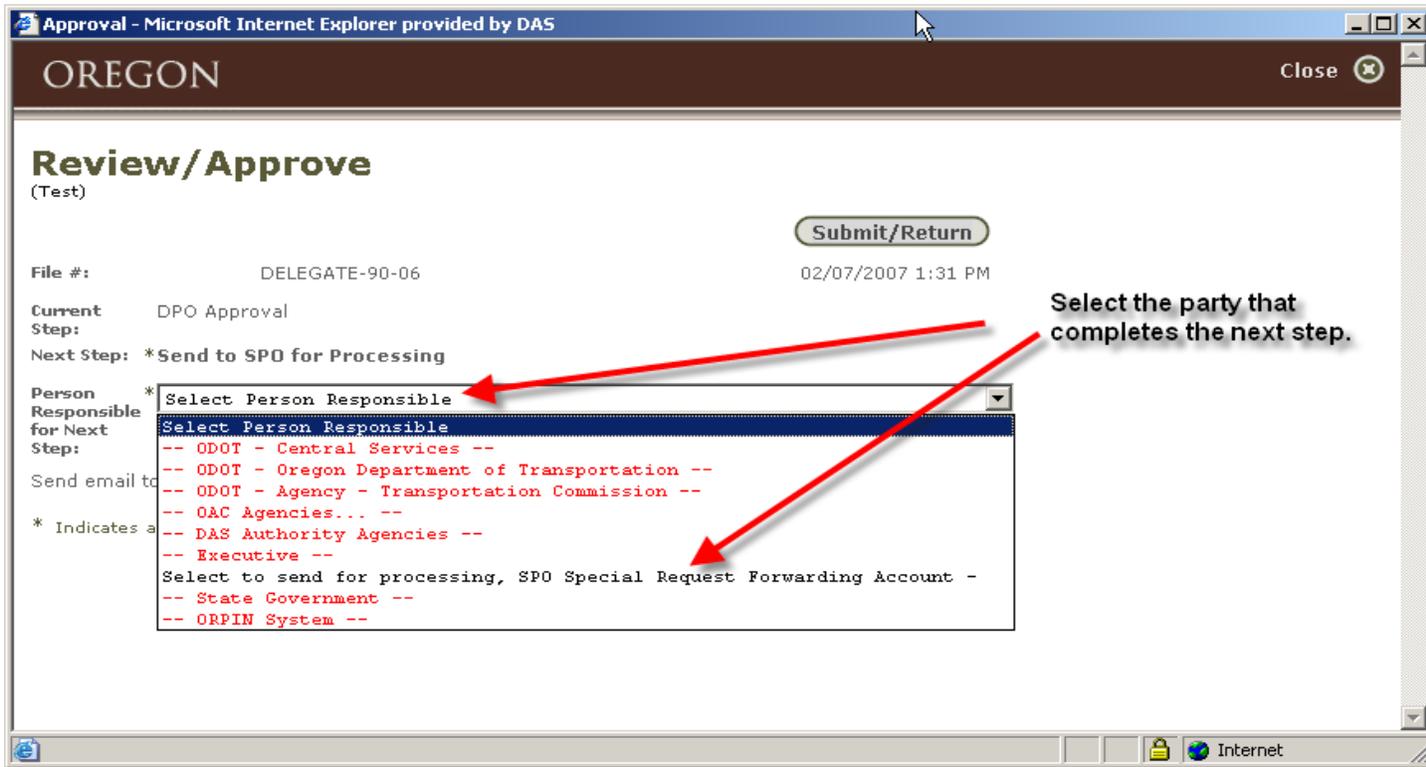
DPO is currently done with this document.