

ORPIN Full System Training

Desk Reference Guide



ORPIN Help Desk

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503-373-1774

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<p>The Supplier Guide to Electronic Bidding is available online at: http://www.oregon.gov/DAS/EGS/ps/docs/ebid_instructions.pdf</p> <p>Please add this document as an Attachment on any opportunity that allows for Electronic Bidding.</p>	

I. Welcome Screen

Welcome Screen identifies you, your agency, and last time you logged in. It has links to important documents you may need to access, and it has a Dashboard option that you may find very useful.

The screenshot shows the ORPIN Welcome Screen for a user named 'Hello Training User' (Train). The user's agency number is 603000. The last login time is 11/09/2018 3:05 PM. A banner for the 'Oregon procurement manual' is displayed, with a link to the new website at <http://opm.oregon.gov>. Below the banner, there is a list of 'ORPIN Links' including 'Oregon Procurement Manual NEW!', 'Procurement Templates (ELT)', 'Misc. Forms, Templates, and Guidelines NEW!', 'FAQ and How To's Page', 'Who Do I Call - OAC List', 'Bulk Fuel & Propane', 'ORPIN Desk Reference Guide', 'Insurance Tool, Templates & Training', and 'COBID Certified Vendor Search NEW!'. A 'Maintain Dashboard' button is located at the bottom right.

To set your dashboard, click on Maintain Dashboard. This brings you to the Dashboard Maintenance Screen where you can identify which options you want to show on your welcome screen. A browser only has one option:

The screenshot shows the 'Welcome Dashboard Maintenance' screen for a user named 'Train'. A message states: 'Inherited default settings are marked with underline entries.' There is a 'Submit' button. A 'Show Details' button is also present. The 'Sequence' section shows 'Dashboard - Favorite Contracts' with a radio button selected for 'Yes' and a text box containing the number '1'.

Set it to yes if you are going to use specific contracts on a regular basis.

Statewide Contract Search:

Statewide Contract Search lets you find statewide price agreements you may purchase from. To access this area, click on 'Statewide Contract Search' in the left hand menu bar.

OREGON.GOV

Oregon Procurement Information Network (ORPIN)

[Welcome Screen](#)

[Browse Opportunities](#)

[Statewide Contract Search](#)

[Award Search](#)

[Browse Opportunity Notices and Results](#)

Hello Training User

(Train)

Have you recently made a purchase off a state price agreement? If so, help us...

Provide us with feedback on your latest Vendor Performance experience. Was it a good experience? Did things not go as planned? Let us know! The best way we can improve our contracting experience is to let each other know how we're doing.

[Click here to access the form used to gather vendor performance feedback for...](#)

Statewide Contract Search > By Keyword gives you the ability to type in a keyword or phrase to search by.

Statewide Contract Search

(Train)

- [By Keyword](#)
Find active Contracts by Keywords used in the Title, Item Description, or Document Comments
- [By Commodity](#)
Find active Contracts by NIGP codes associated with the Contract items
- [By Organization](#)
Find active Contracts by the Issued For Agency
- [By Number](#)
Find Statewide Contracts by Exact or Partial Contract Number
- [By Supplier](#)
Find available contracts by external Supplier
- [All Available Contracts](#)
Find all active Contracts your agency is authorized to use
- [Printable Index](#)
View a Printable Index of All Active Statewide Contracts

If you use multiple words in the 'Keywords' field, put parenthesis around them so that ORPIN will search for them as a phrase. Otherwise, it will look for each word independently.

Statewide Contract Search

(Train)

By Keyword

You can search for an exact word (which will include the plural and singular, as well as the gender and neutral forms of that word) or phrase. Phrases must be enclosed in double quotation marks (""). You can also specify a partial word using the wildcard character (*). Using the wildcard character at the end of a phrase will treat each word contained in the phrase as a partial word. See the associated help topic for more information about full-text searches.



The screenshot shows a search interface with a header 'Search' and a help icon. Below the header is a 'Keywords:' field containing the text '"office supplies"', which is circled in red. Underneath the field are three checkboxes: 'In Items' (checked), 'In Title' (checked), and 'In Comments' (checked). A blue 'Search' button is located at the bottom right of the form.

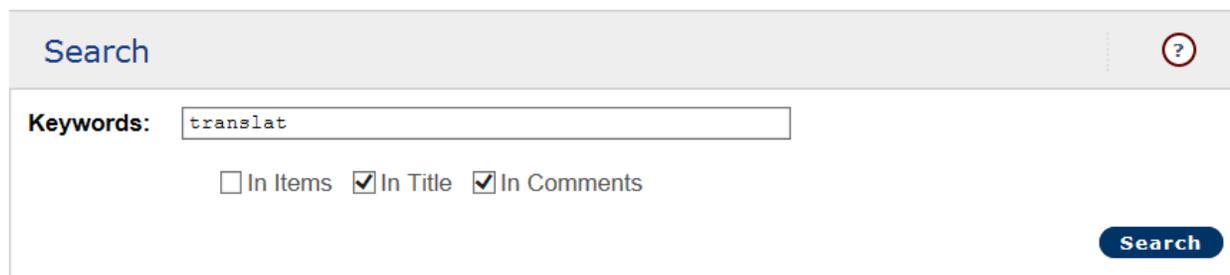
Try using root words as much as possible. ORPIN will only look for exactly what you typed into the search, so a search for *translation* would not bring back results containing *translator*. Using the root word *translat* and leaving off the variable would help to ensure better search results.

Statewide Contract Search

(Train)

By Keyword

You can search for an exact word (which will include the plural and singular, as well as the gender and neutral forms of that word) or phrase. Phrases must be enclosed in double quotation marks (""). You can also specify a partial word using the wildcard character (*). Using the wildcard character at the end of a phrase will treat each word contained in the phrase as a partial word. See the associated help topic for more information about full-text searches.



The screenshot shows a search interface with a header 'Search' and a help icon. Below the header is a 'Keywords:' field containing the text 'translat'. Underneath the field are three checkboxes: 'In Items' (unchecked), 'In Title' (checked), and 'In Comments' (checked). A blue 'Search' button is located at the bottom right of the form.

Statewide Contract Search > By Commodity will give you a list of the commodity categories that have active contracts under them.

Statewide Contract Search
(Train)

[? By Commodity](#)

Use the binoculars icon to further drill into the commodity groupings. To find the contracts listed for a specific grouping, click on the commodity grouping. Only commodity groupings that have related contracts are highlighted.

Commodity Grouping		
1	Administrative, Financial, and Management Services	
2	Agricultural Equipment and Related Products and Services	
3	Arts, Crafts, Entertainment, Theatre	
4	Automotive Products, Vehicles, and Services	
5	Building Equipment, Supplies, and Services	
6	Clothing, Textiles, Laundry Equipment, and Supplies	
7	Communication Equipment and Services	

Click on a blue colored heading to drill down to the subcategories within that section before viewing contracts....
OR
....Click on the Binoculars icon to see all contracts that fall within that category.

Statewide Contract Search > By Organization sorts the contracts by the agency that they were issued for. Click on a blue agency name to see the list of statewide contracts issued for that agency. This is not a search available for a user with a Browser role.

Statewide Contract Search
(Train)

[? By Organization](#)

Select which organization to list the results by.

	Org Code	Organization	No. of Contracts
1	107020	Administrative Services, Department of - Budget and Management	1
2	603000	Agriculture, Department of	1
3	291000	Corrections, Oregon Department of	4
4	107090	DAS Procurement Services	590
5	440000	DCBS - Agency - Department of Consumer & Business Services	1
6	834000	Dentistry, Oregon Board of	3
7	340000	DEQ - Environmental Quality, Department of	6
8	100000	DHS - Department of Human Services	8

Statewide Contract Search > By Number allows you to search for a specific contract by number. Notice that the search defaults to looking for contracts that start with the number you enter. You may need to change the search setting depending on what portion of the contract number you type in.

Statewide Contract Search
(Train)

[? By Number](#)

Enter an exact or partial contract number (of at least 3 characters) to search on.

Search

Contract #: Exact Match Starts With Partial Match

Statewide Contract Search > By Supplier allows you to search for statewide contracts awarded to a specific supplier. Before searching for contracts, click the “Find” button to search for the correct supplier.

Statewide Contract Search
(Train)

[? By Supplier](#)

Search

Supplier:

https://orpinalt.oregon.gov/?sessionID=1518307054&customId=vendor_ById&customDesc=vendor_ByIdSp - Inte...

Find Suppliers with Awards
(Train)

Search

Supplier:

Supplier #:

When your search results return, suppliers who hold active contracts will display in blue text. Click on the company name, which will bring it back into the original search field.

Find Suppliers with Awards

(Train)

Search ?

Supplier: x

Supplier #:

Search

27	61424	Xerox Corporation	Portland, OR
28	61503	Xerox Corporation	Wilsonville, OR
29	67798	Xerox Corporation	Saint John, NB
30	79710	<u>Xerox Corporation</u>	Pasadena, CA

With the supplier's name displayed, hit the **Submit** button to conduct your search. Click on the supplier account in blue and contracts for that particular supplier will display in the results window.

Statewide Contract Search

(Train)

? By Supplier

Search ?

Supplier: Xerox Corporation Find Clear

Search

+ Legend

Show Details Open in Excel

Contract #	Organization	Supplier				
1 🏠 5573	DAS Procurement Services	Xerox Corporation				
Copiers, Printers & Related Devices						
Use	Contract Max	Minimum Order	Maximum Order	Other Charges	Delivery Requirements	Information
Mandatory	\$10,000,000.00	Not applicable		\$0.00	Pursuant and agreed upon T's and	📄

Statewide Contract Search > All Available Contracts will display all contracts that your agency is authorized to use. It may take a moment for this page to load. When the results display, you may see several icons to the right of each contract listed.

Legend

 View Statewide Contract	 View Summary
	 Create Work Order
	<input checked="" type="checkbox"/> Available for Use

- Click the “View Summary” icon to see a quick description of the contract.
- Click the “Create Work Order” icon to enter a work order against the contract.
- Click the “View Statewide Contract” icon next to the contract number to open the actual contract document screen.

The “Show Details” button will expand the results list and display additional details about each award, such as the contract administrator and the effective dates. For more information:

- Convenience vs. Mandatory – Refer to OAR 125-247-0296
- Buy Decision

Before Solicitation – Buy Decision

1
2
3
4

Surplus Property	QRF	Inmate Labor	Price Agreement	IGA	Open Market	MWESB
Promotes efficient use of existing resources	Assists individuals with disabilities through gainful employment (Socio-economic)	Oregon Constitution, Article I, Section 41	Promotes economy and efficiency through volume and strategic purchases.	ORS 190 Agreement may be used at any time.	When none of the previous sources apply an Agency may procure Supplies and Services using one of the 7 sourcing methods.	Encouraged at all dollar thresholds and promote balance through inclusiveness.



OAR 125-247-0200

2

Statewide Contract Search > Printable Index will give you a downloadable report of all statewide contracts. You can choose to sort the report in several ways, and you can select either PDF or Excel format. Hit the “Generate Printable Index” button to create the report.

Statewide Contract Search

(Train)

[Printable Index](#)

The printable index is automatically updated with the latest data. If new data needs to be included, there may be a delay in generating this printable index.

Choose Printable Index Report:

Choose an output format:

 [Generate Printable Index](#)

II. Creating a Purchase Request:

Click **Create Documents** in the left hand menu bar and choose the option titled **Create a Purchase Request**.

Create Documents

(Train)

- [Create a Special Request](#)
Create a Special Request (Delegation, Special Procurement, Sole Source, Other Special Request) and send to DAS PS for processing
- [Create a Notice](#)
Create a variety of Notice postings including ORCPP Opportunity
- [Create a Purchase Request](#)
Create a Purchase Request
- [Create an Opportunity](#)
Create and Post an Opportunity, including a Sole Source Notice
- [Create an Award/Report ORS 190](#)
Create Price Agreement, Agreement to Agree, or other Contract documents or Report an ORS 190 Activity
- [Create a Work Order](#)
Create a Work Order against an authorized Contract
- [Create a Client Initiated Amendment](#)
Create an Amendment draft for a Contract issued on your agency's behalf by DAS PS

Discipline – Choose the radio button next to the most appropriate Discipline for the purchase. (See ORS 279A.010 for more information on definitions of Public Contracting Code.) Click **Next** to continue.

Create a Purchase Request

(Train)

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

Discipline **Next**

Save to Profile:

<input type="radio"/> A & E	<input type="radio"/> Public Improvement
<input type="radio"/> A & E Related Services	<input type="radio"/> Supplies IT
<input type="radio"/> Ordinary Construction	<input type="radio"/> Supplies Non-IT
<input type="radio"/> Personal Services IT	<input type="radio"/> Trade Services IT
<input type="radio"/> Personal Services Non-IT	<input type="radio"/> Trade Services Non-IT

Organizations – Set the “Issued By” and “Issued For” agencies from the dropdowns. (You will only see those agencies you have authority to contract for in the dropdown lists.)

Create a Purchase Request

(Train)

Back

Select the Organizations for the document. Issued By refers to the issuing organization. Issued For refers to the organization the document is intended for.

Organizations **Next**

Save to Profile:

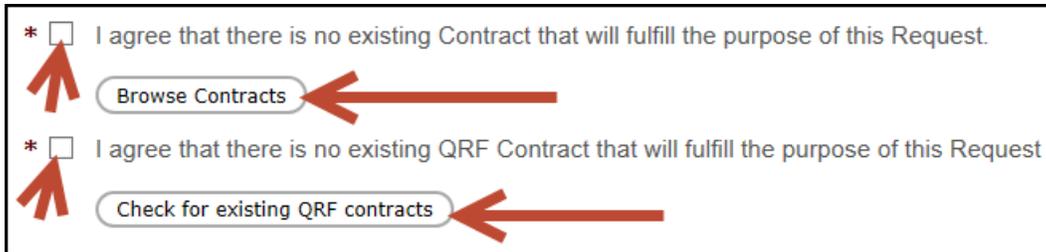
Issued By: *

Req For: *

* indicates a required field

Top

Additional Information – Before you can create the purchase request, you must confirm that there are no existing contracts or QRF contracts that could fulfill the purpose of the request. To do this, perform searches using the buttons provided. Once you complete your searches, check “I agree...” to validate that there are no existing contracts of either type.



* I agree that there is no existing Contract that will fulfill the purpose of this Request.

* I agree that there is no existing QRF Contract that will fulfill the purpose of this Request

Click the **Create** button to continue.



Create a Purchase Request

(Train)

[Back](#)

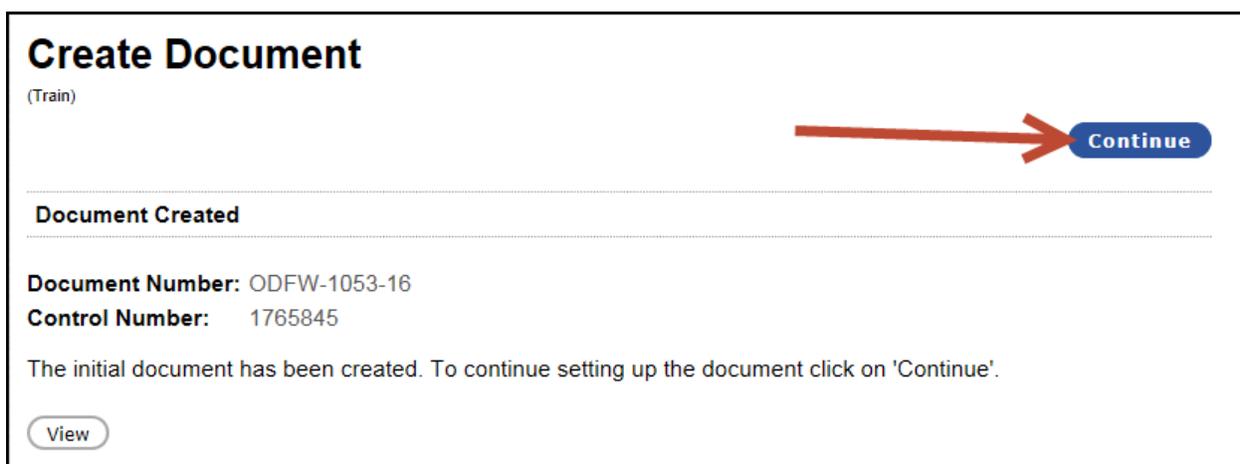
? This page allows you to review your information before creating the document. It also handles any additional information needed such as Calendar Year.

Additional Information

Save to Profile:

Discipline: Supplies Non-IT

The Purchase Request Number will display. Click the **Continue** button to transfer into the Document Wizard, which will help you fill out the necessary information on your purchase request.



Create Document

(Train)

Document Created

Document Number: ODFW-1053-16
Control Number: 1765845

The initial document has been created. To continue setting up the document click on 'Continue'.

Document Number – This will display the number automatically assigned when you created the Purchase Request. Click **Next** to save and continue.

1. Document Number

(Test)

Document Number: DASPS-2264-18 (DRAFT)

Control Number: 1987635

1. Document Number

- 2. Issued By Address
- 3. Issued By Contact
- 4. Issued For Address
- 5. Issued For Contact

Skip **Back** **Save** **Next** **Finish**

Document Number

? The document number is the reference number for the document/form.

No change permitted.

Document Number: * DASPS-2264-18

Fill out all of the required information in the Document Wizard.

Once you are in the Document Wizard, you will see all of the information screens listed down the left hand side of the window. Do not use these links to navigate from screen to screen, as doing so does not have an 'auto-save' feature so the information you type in will be lost. Instead, move from screen to screen by clicking either the **Save** or **Next** buttons.

1. Document Number

(Test)

Document Number: DASPS-2264-18 (DRAFT) Control Number: 1987635

Skip **Back** **Save** **Next** **Finish**

Document Number

? The document number is the reference number for the document/form.

No change permitted.

Document Number: * DASPS-2264-18

* indicates a required field

Use These... [Top](#)

...Not These

- 1. Document Number
- 2. Issued By Address
- 3. Issued By Contact
- 4. Issued For Address
- 5. Issued For Contact
- 6. Document Information
- 7. More Information
- 8. Financial Data
- 9. Items
- 10. Rapid Item Entry
- 11. Attachments
- 12. Comments
- 13. Suggested Suppliers
- 14. Permitted Users

Issued By Address – The address should auto-populate based on the Issued By agency you selected when creating the Purchase Request. You can update it if needed. Click **Next** to save and continue.

2. Issued By Address
(Train)

Document Number: ODFW-1053-16 (DRAFT) Control Number: 1765845

1. Document Number **Skip** **Back** **Save** **Next** **Finish**

2. **Issued By Address** **Issued By Address**

3. Issued By Contact ? Please enter the appropriate information into the fields.

4. Issued For Address **Make the selected addresses below the same as the above address**
 Issued For Address

5. Issued For Contact

6. Document Information **Name:** ODFW - ASD

7. More Information **Address 1: *** 4034 Fairview Industrial Dr SE

8. Financial Data **Address 2:**
Address 3:

Issued By Contact – Either choose the contact name from the dropdown list or click the Find button to search for someone if they aren't in the dropdown list. If the user you need is not there, you will have the ability to add them after conducting the search. When you are finished click **Next** to save and continue.

Issued By Contact

? Please enter the appropriate information into the fields.

Select or Find Contact

Select: ** ✓

Find: **

* indicates a required field

Issued For Address – The address should auto-populate based on the Issued For agency you selected when creating the Purchase Request. You can update it if needed. Click **Next** to save and continue.

Issued For Address

 Please enter the appropriate information into the fields.

Make the selected addresses below the same as the above address

Issued By Address

Name: ODFW - ASD

Address 1: *

Address 2:

Issued For Contact – Either choose the contact name from the dropdown list or click the Find button to search for someone. If the user you need is not there, you will have the ability to add them after conducting the search. When you are finished click **Next** to save and continue.

Issued For Contact

 Please enter the appropriate information into the fields.

Select or Find Contact

Select: ** 

Find: **

* indicates a required field

Document Information – The required fields are indicated with an asterisk

6. Document Information

(Train)

Document Number: ODFW-1053-16 (DRAFT) **Control Number:** 1765845

Skip Back Save Next Finish

Document Information

Created Date * 08/18/2015 (mm/dd/yyyy)

Estimated Contract Value *

Document Title *

DOJ Billing Number *

Maximum # of Items to display in Item Block

Payment Terms *

Priority

* indicates a required field
** indicates that one of the fields in this set is required.

Top

- Document Number
- Issued By Address
- Issued By Contact
- Issued For Address
- Issued For Contact
- Document Information
- More Information
- Financial Data
- Items
- Rapid Item Entry
- Attachments
- Comments
- Edit Items
- Suggested Suppliers

- **Created Date** – This field auto-populates based on the date you created the Purchase Request draft.
- **Estimated Contract Value** – Type in your estimate of what the contract value will be.
- **Document Title** – Type in a title for your purchase request. Use a phrase that will easily convey the purpose of the purchase request, (ie. Fire Extinguishers for General Services Building).
- **DOJ Billing Number** – Type in the billing number that the contracting office should give to DOJ. This will be the number used when DOJ bills for any services performed on this request.

Click **Next** to save and continue.

6. Document Information

(Train)

Document Number: ODFW-1053-16 (DRAFT) **Control Number:** 1765845

Skip Back Save Next Finish

Document Information

Created Date * 08/18/2015 (mm/dd/yyyy)

Estimated Contract Value *



More Information – The required fields are indicated with an asterisk.

The screenshot shows a form titled "More Information" with five navigation buttons at the top: "Skip", "Back", "Save", "Next", and "Finish". The form contains the following fields:

- Delivery Requirements**: A text input field with an asterisk (*) to its left.
- FOB**: A dropdown menu with an asterisk (*) to its left.
- Funding Source**: A dropdown menu with an asterisk (*) to its left.
- Procurement Authority Citation**: A dropdown menu with an asterisk (*) to its left.
- Procurement Authority Citation Comment**: A large text area with an asterisk (*) to its left.
- Special Procurement/Exemption**: A dropdown menu.
- Special Procurement/Exemption Citation**: A large text area.

- **Delivery Requirements** – This is a required field. If you do not have delivery requirements to list, enter "N/A".
- **FOB** – Choose your preferred Freight on Board option from the dropdown.
- **Payment Terms** – Choose your preferred payment terms from the dropdown list.
- **Procurement Authority Citation** – Choose what type of authority you are procuring under.
- **Procurement Authority Citation Comment** – Cite the specific rule/statute/etc. that gives you authority to perform this request.

Click **Next** to save and continue.

The screenshot shows a form titled "7. More Information" with the following details:

- (Train)**
- Document Number:** ODFW-1053-16 (DRAFT)
- Control Number:** 1765845
- Navigation buttons: "Skip", "Back", "Save", "Next", "Finish". A red arrow points to the "Next" button.
- Form fields:
 - 1. Document Number
 - 2. Issued By Address
 - 3. Issued By Contact
 - 4. Issued For
- Form content:
 - More Information**
 - Delivery Requirements**: * M-F 8am-5pm
 - FOB**: * FOB Destination

Financial Data – If you would like to capture your accounting codes for this purchase request, you may do so here. However these are not required fields so you can skip this page if desired. Click **Next** to save and continue.

Financial Data										
Agency No.	Year	Index	PCA	Object	Agency Object	Grant	Grant Phase	Project	Project Phase	Percent
<input type="text"/>										

Items – *You should have at least one item listed on the Purchase Request before submitting it.* To search for an item, either enter a Keyword or NIGP (commodity) code and click the **Search** button. (This search may take a few moments.)

🔍 Catalog Search

Enter a keyword or Item Code and click "Search" to retrieve catalog entries.

Search by: Keyword NIGP

Value:

[Search](#)

🔍 Item

[Submit/Next](#)

Item Number: 1
Item Code: *

Quantity: *
UOM: *

Description: *

Click the blue text listing the commodity that you want to add to your Purchase Request. This will bring the item over to the right side of the window.

Search by: Keyword NIGP

Value:

1-30 / 51
1 2

[Next](#)

ORPIN Catalog: ORPIN Catalog 📄

- NIGP Codes: NIGP 7 Digit Codes 📄
- Category 16: Maintenance and Repair of Equipment 📄
 - 936-00: EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR GENERAL EQUIPMENT 📄
 - 936-34: Fire Extinguisher Maintenance (Including Recharging) and Repair 📄

Item Number: 1
Item Code: *

Quantity: *
UOM: *

Description: *

* indicates a required field

Enter a **Quantity**.

<h3>🔍 Catalog Search</h3> <p>Enter a keyword or Item Code and click "Search" to retrieve catalog entries.</p> <p>Search by: <input checked="" type="radio"/> Keyword <input type="radio"/> NIGP</p> <p>Value: <input type="text" value="extinguisher"/></p> <p>1-30 / 51 1 2</p> <p>ORPIN Catalog: ORPIN Catalog </p> <ul style="list-style-type: none">• NIGP Codes: NIGP 7 Digit Codes • Category 16: Maintenance and Repair of Equipment • 936-00: EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR GENERAL EQUIPMENT • 936-34: Fire Extinguisher Maintenance	<h3>🔍 Item</h3> <p>Submit/Next</p> <p>Item Number 1 Item Code *NIGP Code: 340-28</p> <p>Quantity * <input type="text" value="15"/> UOM * <input type="text" value="EACH"/></p> <p>Description * <input type="text" value="Fire Extinguishers, Rechargers, and Parts"/></p> <p>* indicates a required field</p>
--	--

Either click the **Submit/Next** button to add another item, or if no other items are required at this time, click **Next** to save and continue to the next page of the Document Wizard.

<p>Skip Back Save Next Finish</p> <p>Go to Item #: <input type="text"/> Go</p>	<p>Click Next to continue, or Submit/Next to add more items.</p>
<h3>🔍 Catalog Search</h3> <p>Enter a keyword or Item Code and click "Search" to retrieve catalog entries.</p> <p>Search by: <input checked="" type="radio"/> Keyword <input type="radio"/> NIGP</p> <p>Value: <input type="text" value="extinguisher"/></p> <p>1-30 / 51 1 2</p> <p>ORPIN Catalog: ORPIN Catalog </p>	<h3>🔍 Item</h3> <p>Submit/Next</p> <p>Item Number 1 Item Code *NIGP Code: 340-28</p> <p>Quantity * <input type="text" value="15"/> UOM * <input type="text" value="EACH"/></p> <p>Description * <input type="text" value="Fire Extinguishers, Rechargers, and Parts"/></p>

Rapid Item Entry – This is an optional page. It provides an alternative way to quickly enter items if you already know the NIGP commodity code. If you entered items through the regular Items page you can just click **Next** to skip this page.

10. Rapid Item Entry

(Train)

Document Number: ODFW-1053-16 (DRAFT) Control Number: 1765845

Skip
Back
Save
Next
Finish

1. Document Number
2. Issued By Address
3. Issued By Contact
4. Issued For Address
5. Issued For Contact
6. Document Information
7. More Information
8. Financial Data
9. Items
10. **Rapid Item Entry**
11. Attachments
12. Comments
13. Edit Items
14. Suggested Suppliers

Rapid Item Entry

? This OPTIONAL tool allows you to quickly enter additional items to your document by entering the NIGP code for the item and the quantity needed. You may skip this page if it is not applicable.

Item #	NIGP Code	Quantity
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>

* indicates a required field

Top

Attachments – It is not a system requirement for you to upload attachments. To add attachments to the Purchase Request, do the following:

Skip
Back
Save
Next
Finish

Attachments

The maximum total file upload size per Submit is 34.80 MB

Attachment title

File

Browse...

File

Browse...

- Enter an Attachment Title in the first field.
- Click the Browse button to locate the document on your computer.

Click **Next** to save and continue.

Comments – The Purchase Request Summary comment is required but the others comment types in this area are optional. After you fill in any of the comments boxes, be sure to hit the “Save” button to keep your entries.

Comments

ⓘ Comments can be added and maintained. Mandatory comments cannot be deleted.

Type	Delete
1 Previous Contract Information	Add
2 Purchase Request Summary	Add
3 Trailer Comments	Add

- **Previous Contract Information** – If there are previous contracts, click the Add button and list the details. Click the “Save” button to save your entry.
- **Purchase Request Summary** – Click the Add button and enter a summary of the purchase needs. Click the “Save” button to save your entry.
- **Trailer Comments** – Enter any additional comments you want included in the trailer of the Purchase Request. Click the “Save” button to save your entry.
- Click **Finish** to view the Purchase Request draft.

At this point, your Purchase Request has not yet been assigned to the contracting office. To do so, click on **Complete Step** in the left-hand menu bar.

Request for Supplies & Services (Testing Purchase Request (Train))

Issued By
 ODFW - ASD
 4034 Fairview I
 SE
 Salem, Oregon
 97302-1142

Contact
 Phone 1 (999)
 Fax
 Email richard.tate.or.

Attachments Do Not Exist
 Organization Attachments Do Not Exist
 Work Flow Comments Do Not Exist
 User Comments Do Not Exist

DO NOT CHOOSE YOUR OWN NAME TO ISSUE THE PURCHASE REQUEST! You should assign the Issue step to the contracting office that will be performing the solicitation on your behalf. Choose either your agency's contracting office from the dropdown, or choose the option "DAS, Procurement Queue" to send it to the DAS Procurement Services Office.

OREGON.GOV Close

Review/Approve

(Train)

Document Number: ODFW-1053-16 (DRAFT) **Control Number:** 1765845

Current Step: Creation **Submit**

Next Step: * Issue

Person Responsible for Next Step: *
 Select Person Responsible
 -- 635000-Administration ODFW - ASD --
 -- 635000-ASD ODFW - Procurement Section --
 Farrell, Debbi
 Irvine, Jerilyn
 Nasset, Christian
 Perkins (DPO), Jessica G.
 Rodriguez (Buyer), Rhea
 Rodriguez, Enrique
 Svejcar, Jeff
 Wenger, Ashley
 -- 635000 ODFW - Agency - Department of Fish and Wildlife --
 Hansen (OAC), Alan
 Leveaux, Lori
 Whalen (Buyer), Patty
 Whalen (OAC), Patty Laurie
 -- 12B DAS Authority Agencies --
 -- 12 Executive --
 DAS, Procurement Queue
 DAS, Special Request Queue
 -- 10 State Government --
 -- OpenOrg1 ORPIN System --

Comments:

Send email to person responsible

* Indicates a required field

Once you have selected the appropriate party for the Issue step, click the **Submit** button to assign it.

How to Check the Status of your Purchase Request (PR)

Click on "**My Documents**" in the left-hand menu bar.



Set the “**Search By**” dropdown to “Find by Document Number”. Type the PR number in the **Document Number** field and set the **Document Status** button to “All”. Then click Search.

My Documents
(Train)

Document Search

Search By: Find by Document Number

Document Type: All

Document Number: odfw-1053-16 Exact Match Starts With Partial Match

Product: Find Item
Reset

Date Range: Created Date Issued Date

From: (mm/dd/yyyy) **To:** (mm/dd/yyyy)

Document Status: Draft Issued In Progress All

Search

Open the document and click on **View Data** in the document menu bar, then click on **Process History**.

Request for Supplies & Services (PR)
Testing Purchase Request
(Train)

ORPIN
Oregon Procurement Information Network

Issued By
ODFW - ASD
4034 Fairview Industrial Dr
SE
Salem, Oregon
97302-1142

Contact Richard Carmichael
Phone 1 (999) 962-3777
Fax
Email richard.w.carmichael@state.or.TEST

Draft

Purchase Request #
ODFW-1053-16

Issued Date

All dates are mm/dd/yyyy

Issued For
ODFW - ASD
4034 Fairview Industrial Dr
SE
Salem, Oregon
97302-1142

Procurement Authority Citation
Oregon Administrative Rule
ORS 279

Special Procurement/Exemption
[Special
Procurement/Exemption]

Contact Richard Carmichael
Phone 1 (999) 962-3777
Fax
Email richard.w.carmichael@state.or.TEST

Attachments Do Not Exist
Organization Attachments Do Not Exist
Work Flow Comments Do Not Exist
User Comments Do Not Exist

Process History

Check to see who currently has control of the document.

Summary			
Description		Responsible	Status
Creation	Mandatory	Patty Laurie Whalen (OAC)	Complete
Issue	Mandatory	Procurement Queue DAS	Active

- If the document is still in draft and the Responsible Party for the current step is listed as “Procurement Queue DAS” then it is sitting in the queue at Procurement Services office waiting to be assigned to an analyst.
- If the document is still in draft and the Responsible Party for the current step is listed as a user at the Procurement Services office, it is has been assigned to that individual for processing.
- If the document is still in draft and the Responsible Party for the current step lists someone in your agency, it could mean one of three things. Either it was never sent over to Procurement Services to begin with, or DAS has reverted the PR back to your agency for some reason (you would see a Revert step in the process history if this has occurred), or you sent the PR to your own agency’s contracting office, (in which case someone in your agency would be displayed as the Responsible Party).
- If the document is not in draft, check the Process History to see who completed the Issue step on the document.
 - o If the PR was issued by a user within your agency (and the Procurement Queue DAS does not show up in the steps listed in Process History) it was never sent to the Procurement Services office and they have no knowledge of it.
 - o If the PR was issued by a DAS employee, it is complete and moving into the next phase of the process.

II. Creating a Work Order:

Click **Create Documents** in the left hand menu bar and choose **Create a Work Order**.

Oregon Procurement Information Network (ORPIN)

Create Documents
(Train)

- Create a Special Request**
Create a Special Request (Delegation, Special Procurement, Sole Source, Other Special Request) and send to DAS PS for processing
- Create a Notice**
Create a variety of Notice postings including ORCPP Opportunity
- Create a Purchase Request**
Create a Purchase Request
- Create an Opportunity**
Create and Post an Opportunity, including a Sole Source Notice
- Create an Award/Report ORS 190**
Create Price Agreement, Agreement to Agree, or other Contract documents or Report an ORS 190 Activity
- Create a Work Order**
Create a Work Order against an authorized Contract
- Create a Client Initiated Amendment**
Create an Amendment draft for a Contract issued on your agency's behalf by DAS PS

Search for the contract you want to place the work order against. You can search by a contract number (exact or partial match) or by Keyword. Remember to check the "In Title" box if you want to search for a contract title by keyword.

Create a Work Order
(Train)

To create a Work Order, first search for the contract. Once you have found the contract, click on the "Create a Work Order" icon under "Information"

Find Contract

Contract #: Exact Match Partial Match

Keywords:

In Items In Title In Comments

Search

Legend

Show Details

Contract #	Organization	Supplier
1 PS-NON-IT2179-5	State Procurement Office	Language Line Services, Inc.

Written Translations of Various Languages

Use	Contract Value	Minimum Order	Maximum Order	Other Charges	Delivery Requirements	Information
Mandatory	\$100,000.00			\$0.00	Various time periods	

Once the results display, simply click on the ribbon next to the contract that you want to start a work order against.

Legend							
Show Details							
Contract #	Organization	Supplier					
1	PS-NON-IT2179-5	State Procurement Office	Language Line Services, Inc.				
Written Translations of Various Languages							
Use	Contract Value	Minimum Order	Maximum Order	Other Charges	Delivery Requirements	Information	
Mandatory	\$100,000.00			\$0.00	Various time periods		

Click the "Next" button to start the document process:

https://orpinalt.oregon.gov/?sessionID=407850551&contractId=1664669&docType=PO&docTypeQual...

OREGON.GOV Close

Create a Work Order Document

(Train)

To start creating a Work Order select the "Work Orders" option and press Next.

Contract #: PS-NON-IT2179-5 (Version:12)

Please choose from the following:

- Work Orders**
Create a Work Order against the contract

Next

Top

Set the “Issued By” and “Issued For” agencies and click “Next”:

OREGON.GOV Close

Create a Work Order

(Train)

① Back

② Select the Organizations for the document. Issued By refers to the issuing organization. Issued For refers to the organization the document is intended for.

Organizations

Next

Save to Profile:

Issued By: * ODFW - ASD 635000-Adm

Issued For: * ODFW - ASD 635000-Adm

Supplier: 6741 Language Line Services, Inc.

* indicates a required field

Supplier comes over from the existing contract and is hard-coded.

Set the Issued By and Issued For agencies from the drop down. You will only see those agencies that you have authority to contract for in the drop down list.

Top

Review and validate the information displayed on the Additional Information page. (Once you click the Create button, this information cannot be changed.) If you are satisfied with the information displayed, click the **Create** button to create the work order document.

Create a Work Order

(Test)

① Back

② 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

Save to Profile:

Contract: 1473

Discipline: Trade Services Non-IT

Document Type: Work Order Against ATA

Procurement Method: Work Orders

Issued By: Edit 107090 DAS Procurement Services

Issued For: Edit 107090 DAS Procurement Services

Supplier: Edit 2953 Redwood Toxicology Laboratory, Inc.

Calendar Year: ? * Previous Current Next

Create

Document Number – This will display the number automatically assigned when you created the Work Order. Click the **Continue** button to transfer into the Document Wizard, which will help you fill out the necessary information on your work order.

Create a Work Order
(Test)

Continue

Document Created

Document Number: DASPS-1556-18
Control Number: 1987636

The initial document has been created. To continue setting up the document click on 'Continue'.

View

The first page shows the document menu and the first option in the menu is the Document Number. The Work Order Number will display again on this page.

1. Document Number
(Train)

Document Number: ODFW-1002-16 (DRAFT) **Control Number:** 1765843

Skip **Back** **Save** **Next** **Finish**

1. **Document Number**

2. Supplier Address

3. Supplier Contact

4. Bill to Address

5. Bill to Contact

6. Agency Address

7. Agency Contact

8. Work Site Address

Document Number

? The document number is the reference number for the document/form.

No change permitted.

Document Number: * ODFW-1002-16

* indicates a required field

Top

Once you are in the Document Wizard, you will see all of the information screens listed down the left hand side of the window. Do not use these links to navigate from screen to screen, as doing so does not have an 'auto-save' feature so the information you type in will be lost. Instead, move from screen to screen by clicking either the **Save** or **Next** buttons along the top of the window.

1. Document Number
(Test)

Document Number: DASPS-1556-18 (DRAFT) Control Number: 1987636

1. Document Number
2. Supplier Address
3. Supplier Contact
4. Bill to Address
5. Bill to Contact
6. Agency Address
7. Agency Contact
8. Work Site Address
9. Work Site Contact
10. Document Information
11. More Information
12. Financial Data
13. Items
14. Supplier Identification
15. Attachments
16. Comments

Skip Back Save Next Finish

Document Number

? The document number is the reference number for the document/form.

No change permitted.

Document Number: * DASPS-1556-18

* indicates a required field

Use These....

....Not These

Top

Fill out all of the required information in the Document Wizard.

Supplier Address – The address should auto-populate based on the information listed on the contract. You shouldn't need to change anything on the address. Click **Next** to save and continue (see next screenshot).

2. Supplier Address

(Train)

Document Number: ODFW-1002-16 (DRAFT) Control Number: 1765843

1. Document Number **Skip** **Back** **Save** **Next** **Finish**

2. **Supplier Address** **Supplier Address**

3. Supplier Contact **?** Please enter the appropriate information into the fields.

4. Bill to Address **Search**

5. Bill to Contact **Legal Business Name:** Language Line Services, Inc.

6. Agency Address **Address 1:** * One Lower Ragsdale Drive, Bldg. 2

7. Agency Contact **Address 2:**

8. Work Site Address **Address 3:**

9. Work Site Contact **Address 4:**

10. Document Information **City:** * Select City
Monterey

11. More Information or Enter City

12. Financial Data

13. Items

14. Supplier Identification **State:** * Select State
California

Supplier Contact – The contact should auto-populate based on the information listed on the contract. You can update it if needed. Click **Next** to save and continue.

3. Supplier Contact

(Train)

Document Number: ODFW-1002-16 (DRAFT) Control Number: 1765843

1. Document Number **Skip** **Back** **Save** **Next** **Finish**

2. Supplier Address **Supplier Contact**

3. **Supplier Contact** **?** Please enter the appropriate information into the fields.

4. Bill to Address **Select contact**

5. Bill to Contact **Select:** Select contact

6. Agency Address

7. Agency Contact

8. Work Site Address **Contact Information**

9. Work Site Contact **First Name:**

10. Document Information **Last Name:** * Holt, Greg

11. More Information **Title:**

12. Financial Data **Phone:** * 1 831 6487108

13. Items **Fax:** 1 831 6485859

14. Supplier Identification **Email:** rfpmanager@language.com

15. Attachments * indicates a required field

16. Comments **Top**

Bill to Address – The address should auto-populate based on the Issued For agency you selected when creating the Work Order. You can update it if needed. Click **Next** to save and continue.

4. Bill to Address

(Train)

Document Number: ODFW-1002-16 (DRAFT) Control Number: 1765843

Skip
Back
Save
Next
Finish

1. Document Number
2. Supplier Address
3. Supplier Contact
4. **Bill to Address**
5. Bill to Contact
6. Agency Address
7. Agency Contact
8. Work Site Address
9. Work Site Contact
10. Document Information
11. More Information

Bill to Address

? Please enter the appropriate information into the fields.

Make the selected addresses below the same as the above address

Agency Address

Work Site Address

Name: ODFW - ASD

Address 1: *

Address 2:

Bill to Contact – Either choose the appropriate “Bill To” Contact name from the dropdown list or enter a new one in the fields below. Click **Next** to save and continue.

5. Bill to Contact

(Train)

Document Number: ODFW-1002-16 (DRAFT) Control Number: 1765843

Skip
Back
Save
Next
Finish

1. Document Number
2. Supplier Address
3. Supplier Contact
4. Bill to Address
5. **Bill to Contact**
6. Agency Address
7. Agency Contact
8. Work Site Address
9. Work Site Contact
10. Document Information
11. More Information
12. Financial Data
13. Items
14. Supplier Identification
15. Attachments
16. Comments

Bill to Contact

? Please enter the appropriate information into the fields.

Select or Find Contact

Select:

Find:

Contact Information

First Name:

Last Name: *

Title:

	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

Agency Address – The address should auto-populate based on the agency you selected when creating the Work Order. You can update it if needed. Click **Next** to save and continue.

6. Agency Address

(Train)

Document Number: ODFW-1002-16 (DRAFT) Control Number: 1765843

1. Document Number **Skip** **Back** **Save** **Next** **Finish**

2. Supplier Address **Agency Address**

3. Supplier Contact ? Please enter the appropriate information into the fields.

4. Bill to Address **Make the selected addresses below the same as the above address**

5. Bill to Contact **Bill to Address**

6. **Agency Address** **Work Site Address**

7. Agency Contact

8. Work Site Address **Name:** ODFW - ASD

9. Work Site Contact **Address 1:** * 4034 Fairview Industrial Dr SE

10. Document Information **Address 2:**

Agency Contact – Either choose the appropriate Agency Contact name from the dropdown list or enter a new one in the fields below. Click **Next** to save and continue.

7. Agency Contact

(Train)

Document Number: ODFW-1002-16 (DRAFT) Control Number: 1765843

1. Document Number **Skip** **Back** **Save** **Next** **Finish**

2. Supplier Address **Agency Contact**

3. Supplier Contact ? Please enter the appropriate information into the fields.

4. Bill to Address **Select or Find Contact**

5. Bill to Contact

6. Agency Address **Select:** **

7. **Agency Contact** **Find:** **

8. Work Site Address

9. Work Site Contact

10. Document Information **Contact Information**

11. More Information **Make the selected contact(s) below the same as the above contact**

12. Financial Data **Bill to Contact**

13. Items **Work Site Contact**

14. Supplier Identification **Attention:** * Patty Laurie Whalen (OAC)

15. Attachments **Title:** Procurement and Contracts Specialist 2

16. Comments **Phone:** * *

Fax:

Email:

Select from the drop down or search for a user.

Work Site Address – The address should auto-populate based on the agency you selected when creating the Work Order. You can update it if needed. Click **Next** to save and continue.

8. Work Site Address

(Train)

Document Number: ODFW-1002-16 (DRAFT) Control Number: 1765843

1. Document Number
2. Supplier Address
3. Supplier Contact
4. Bill to Address
5. Bill to Contact
6. Agency Address
7. Agency Contact
8. **Work Site Address**
9. Work Site Contact

Skip
Back
Save
Next
Finish

Work Site Address

ⓘ Please enter the appropriate information into the fields.

Make the selected addresses below the same as the above address

Bill to Address

Agency Address

Search

Name: ODFW - ASD

Address 1: *

Work Site Contact – Either choose the appropriate Work Site Contact name from the dropdown list or enter a new one in the fields below. Click **Next** to save and continue.

9. Work Site Contact

(Train)

Document Number: ODFW-1002-16 (DRAFT) Control Number: 1765843

1. Document Number
2. Supplier Address
3. Supplier Contact
4. Bill to Address
5. Bill to Contact
6. Agency Address
7. Agency Contact
8. Work Site Address
9. **Work Site Contact**
10. Document Information
11. More Information
12. Financial Data

Skip
Back
Save
Next
Finish

Work Site Contact

ⓘ Please enter the appropriate information into the fields.

Select or Find Contact

Select: **

Find: **

Contact Information

Make the selected contact(s) below the same as the above contact

Bill to Contact

Agency Contact

Attention: * Richard Carmichael

Document Information – The required fields are indicated with an asterisk.

10. Document Information

(Train)

Document Number: ODFW-1002-16 (DRAFT) Control Number: 1765843

Skip Back Save Next Finish

1. Document Number	Document Information	
2. Supplier Address	Start Date	* <input type="text" value="11/21/2005"/> (mm/dd/yyyy)
3. Supplier Contact	Expiration Date	* <input type="text" value="11/19/2015"/> (mm/dd/yyyy)
4. Bill to Address	Minimum Amount	0
5. Bill to Contact	Min. Amount Info	
6. Agency Address	Maximum Not To Exceed	* <input type="text"/>
7. Agency Contact	Currency and Rate	<input type="text" value="1"/> US Dollars
8. Work Site Address	Document Title	* <input type="text" value="Written Translations of Various Languages"/>
9. Work Site Contact	Maximum # of Items to display in Item Block	<input type="text"/>
10. Document Information		
11. More Information		
12. Financial Data		

- **Start Date** – Click the calendar icon to the right of the Start Date field to choose the Work Order’s start date.
- **Expiration Date** – Click the calendar icon to the right of the Expiration Date field to choose the Work Order’s expiration date.
- **Document Title** – Enter a title for the Work Order.
- **Maximum Not To Exceed** – Enter a maximum dollar amount for the work order not to exceed.

Click **Next** to save and continue.

More Information – The only required field on this page is the **Funding Source** dropdown. However, you may choose to fill out the other fields if you like. Click **Next** to save and continue.

11. More Information

(Train)

Document Number: ODFW-1002-16 (DRAFT) Control Number: 1765843

Skip Back Save Next Finish

1. Document Number	More Information	
2. Supplier Address	DBE Goal	<input type="text"/>
3. Supplier Contact	DBE Goal Comment	<input type="text"/>
4. Bill to Address	Only required field on this page	
5. Bill to Contact	Funding Source	* <input type="text"/>
6. Agency Address	Assigned Mentor	<input type="text"/>
7. Agency Contact	DOJ Assigned Attorney	<input type="text"/>
8. Work Site Address		
9. Work Site Contact		
10. Document Information		
11. More Information		

Financial Data – If you would like to capture your accounting codes for this work order, you may do so here. However these are not required fields so you can skip this page if desired. Click **Next** to save and continue.

12. Financial Data

(Train)

Document Number: ODFW-1002-16 (DRAFT) Control Number: 1765843

1. Document Number
2. Supplier Address
3. Supplier Contact
4. Bill to Address
5. Bill to Contact
6. Agency Address
7. Agency

Skip
Back
Save
Next
Finish

Financial Data

Agency No.	Year	Index	PCA	Object	Agency Object	Grant	Grant Phase	Project	Project Phase	Percent
<input style="width: 100%;" type="text"/>										

* indicates a required field

Items – You will only be able to put items on the work order that were listed on the originating price agreement. To search for the available items, either enter a Keyword or NIGP (commodity) code and click the **Search** button. (You can also just leave the search field blank and hit the **Search** button. This will bring back ALL items on the originating price agreement.)

13. Items

(Train)

Document Number: ODFW-1002-16 (DRAFT) Control Number: 1765843

1. Document Number
2. Supplier Address
3. Supplier Contact
4. Bill to Address
5. Bill to Contact
6. Agency Address
7. Agency Contact
8. Work Site Address
9. Work Site Contact
10. Document Information
11. More Information
12. Financial Data

Skip
Back
Save
Next
Finish

Go to Item #:

Go

Contract Item Search

Enter a keyword and search to find items on the contract. You can also execute a blank search to find all items.

Search by:
 Keyword
 NIGP
 Contract Item

Value:

Search

Item

Item Source:

Document Item v

Submit/Next

Item Number	Item Code
1	*
Quantity	UOM
*	*
	v
Unit Price	
Description	
*	

Version Date: November 2018

Page 35

Click the item number that you want to add to your Work Order.

Contract Item Search

Enter a keyword and search to find items on the contract. You can also execute a blank search to find all items.

Search by: Keyword NIGP Contract Item

Value:

Show Details

Contract Item	Description
1	NIGP Code: 961-75 Written Translation Services

Item

Item Source: Document Item

Submit/Next

Item Number 1 **Item Code** *
Quantity * **UOM**

Unit Price

Description *

* indicates a required field

This will bring the item over to the right side of the window.

Enter a **Quantity** and then either click the **Submit/Next** button to add another item, or click **Next** to save and continue to the next page of the Document Wizard.

13. Items
(Train)

Document Number: ODFW-1002-16 (DRAFT) **Control Number:** 1765843

Skip **Back** **Save** **Next** **Finish**

Go to Item #: **Go**

Contract Item Search

Enter a keyword and search to find items on the contract. You can also execute a blank search to find all items.

Search by: Keyword NIGP Contract Item

Value:

Show Details

Contract Item	Description
1	NIGP Code: 961-75 Written Translation Services

Item **...or add more items.**

Item Source: Document Item

Submit/Next

Item Number 1 **Item Code** *NIGP Code: 961-75

Quantity * 500 **UOM** EACH

Unit Price \$1.00

Description *

Written Translation Services

* indicates a required field

Supplier Identification – The Federal Tax ID number (FIN) or Social Security Number (SSN) listed for the supplier on the originating price agreement should auto-populate. Click **Next** to save and continue.

14. Supplier Identification

(Train)

Document Number: ODFW-1002-16 (DRAFT) Control Number: 1765843

1. Document Number

2. Supplier Address **Supplier Identification**

3. Supplier Contact Enter Supplier identification information. FIN must be ([space or -]#####) ex. (1-123456789) and SSN should be 9 numeric characters.

4. Bill to Address **FIN:**

5. Bill to Contact **SSN:**

6. Agency Address

7. Agency Contact

8. Work Site

Attachments – It is not a requirement for you to upload attachments. However, if you do want to add attachments to the Work Order, do the following:

- Enter an Attachment Title in the first field.
- Click the Browse button to locate the document on your computer.
-

15. Attachments

(Train)

Document Number: ODFW-1002-16 (DRAFT) Control Number: 1765843

1. Document Number

2. Supplier Address **Attachments**

3. Supplier Contact **The maximum total file upload size per Submit is 34.80 MB**

4. Bill to Address **Attachment title *** **File ***

5. Bill to Contact

6. Agency Address

7. Agency Contact **Attachment title** **File**

Type in a title and then browse for the document in your files.

Click **Next** to save and continue.

Comments – Enter a summary of the work to be performed in the “Description of Work to be Done” field. Enter any additional comments you want included at the bottom of the Work Order into the “Trailer Comments” field.

16. Comments
(Train)
Document Number: ODFW-1002-16 (DRAFT) Control Number: 1765843

1. Document Number

2. Supplier Address **Comments**

3. Supplier Contact Comments can be added and maintained. Mandatory comments cannot be deleted.

Type	Delete
1 * Description of Work to be Done	<input type="button" value="Edit"/>
2 Trailer Comments	<input type="button" value="Add"/>

4. Bill to Address

5. Bill to Contact

6. Agency Address

7. Agency Contact

8. Work Site Address

9. Work Site Contact

Click **Finish** to view the draft Work Order summary page.

16. Comments
(Train)
Document Number: ODFW-1002-16 (DRAFT) Control Number: 1765843

1. Document Number

To complete the Work Order you must run it through the Workflow process.

To do this, click on **Complete Step** in the left hand menu bar.

Work Order Summary
Against an Personal Services (PSK) Non-IT
Written Translations of Various Languages
(Train)

Supplier Name/Address
Language Line Services
One Lower Ragsdale Dr
2
Monterey, California
93940

Contact Holt, Greg
Phone 1 (831) 648710
Fax 1 (831) 648585
Email rfpmanager@lan
om

Complete Step
(Creation)

Maintain

Additional

Actions

View Data

If you have missed any required fields, ORPIN will give you an “Integrity Check” error message and tell you what is missing. Otherwise, you will see a **Review/Approve** screen, asking you to select the person who will process the next step in the workflow.

Review/Approve

(Train)

Document Number: ODFW-1002-16 (DRAFT) **Control Number:** 1765843

Current Step: Creation Submit

Next Step: * Issue

Person Responsible for Next Step: * ▼

Comments:

Send email to person responsible for the document?

If you are going to process the next step, choose your own name from the dropdown. If you want to assign this to someone else to process the Issue step, choose their name from the dropdown and hit “Submit”.

You will be placed back on the face of your Work Order document. Notice that the Work Order is still in Draft (as indicated in the upper right corner.) If you have assigned yourself as the person who will process the Issue step, click on **Complete Step** again in the left-hand menu bar.

- [Close](#)
- [Print \(HTML\)](#)
- [View PDF](#)
- [Refresh](#)
- [Help Desk](#)

- [Complete Step \(Issue\)](#)
- [Maintain](#)
- [Additional](#)
- [Actions](#)
- [View Data](#)

Work Order Summary

Against an Personal Services (PSK) Non-IT
Written Translations of Various Languages
(Train)

Supplier Name/Address
Language Line Services, Inc.
One Lower Ragsdale Drive, Bldg. 2
Monterey, California
93940

Contact Holt, Greg
Phone 1 (831) 6487108
Fax 1 (831) 6485859
Email rfpmanager@language.line.com

Draft

Work Order #
ODFW-1002-16
Request Date
Start Date
11/21/2005
Expiration Date
11/19/2015
Award #
PS-NON-IT2179-5
Amendment # 12
Supplier Number
6741

All dates are mm/dd/yyyy

In the **Review/Approve** window, choose the agency that will remain responsible for the Master File in ORPIN from the dropdown.

Review/Approve

(Train)

Document Number: ODFW-1002-16 (DRAFT) **Control Number:** 1765843

Current Step: Issue **Submit**

Select Organization ? * ▼

responsible for file:

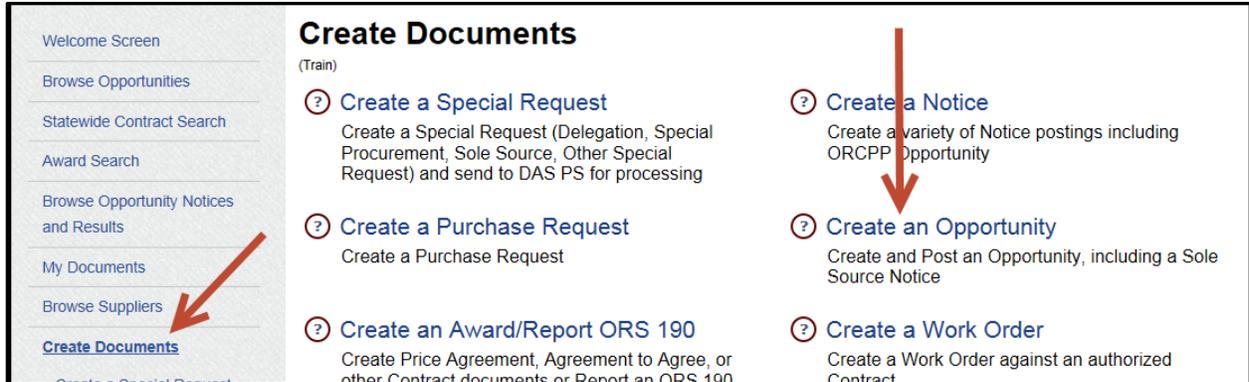
Comments:

* Indicates a required field

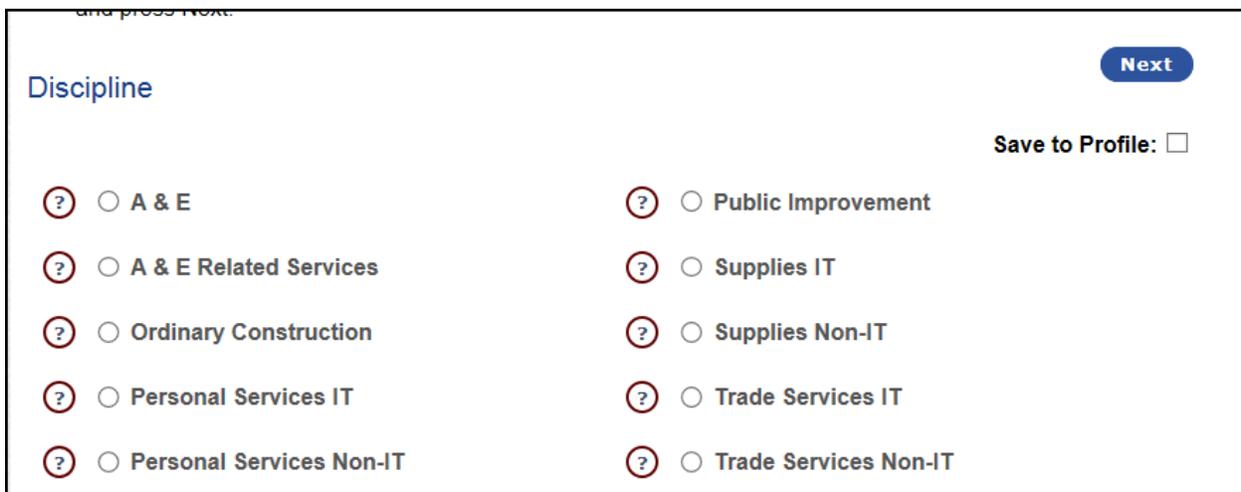
Click the **Submit** button to issue the Work Order.

IV. Creating a Solicitation:

Click **Create Documents** in the left hand menu bar and choose the option titled **Create an Opportunity**.



Discipline – Choose the radio button next to the most appropriate Discipline for the purchase. (See ORS 279A.010 for more information on definitions of Public Contracting Code.) Click **Next** to continue.



Procurement Method – Select the method you will use for your procurement. Different methods will display based on the Discipline you chose previously. Click **Next** to continue.

Create an Opportunity

(Train)

[← Back](#)

? Next select the Procurement method from the list provided. The Procurement method controls the authority steps the document must pass through before it can be completed. Only Procurement methods that you have privilege for will be selectable.

Procurement Method

[Next](#)

? **Small Procurement**
≤ \$5,000

Save to Profile:

? **Request for Quote**
> \$5,000 ≤ \$150,000

? **Invitation to Bid (ITB)**
> \$5,000

? **Request for Proposal (RFP)**
> \$5,000

? **Sole Source Notice**
> \$5,000

? **Emergency Procurement Posting**

? **Special Procurement (Approved Alternative Process)**

Organizations – Set the Issued By and Issued For agencies from the dropdowns. (You will only see those agencies you have authority to contract for in the dropdown lists.)

[← Back](#)

? Select the Organizations for the document. Issued By refers to the issuing organization. Issued For refers to the organization the document is intended for.

Organizations

[Next](#)

Save to Profile:

Issued By: *

Issued For: *

Additional Information – Before you can create the opportunity, you must confirm that there are no existing contracts that could fulfill the purpose of the request. To do this, perform a contract search by clicking the **Browse Contracts** button. Once you have completed your search, check the “I agree...” box to validate that there are no existing contracts. Also check that there are no QRF contracts that could fulfill the request by checking that box here. Click the **Create** button to continue.

Create an Opportunity

(Train)

[← Back](#)

 This page allows you to review your information before creating the document. It also handles any additional information needed such as confirming that no Price Agreements exist.

Additional Information

[Create](#)

Save to Profile:

Discipline: [Edit](#) Trade Services IT

Document Type: Trade Services IT

Procurement Method: [Edit](#) Invitation to Bid (ITB) > \$5,000

Issued By: [Edit](#) 635000-Administration ODFW - ASD

Issued For: [Edit](#) 635000-Administration ODFW - ASD

You can edit any of your previous selections from here as well.

* I agree that there is no existing Contract that will fulfill the purpose of this Request.

[Browse Contracts](#)

* I agree that there is no existing QRF Contract that will fulfill the purpose of this Request

[Check for existing QRF contracts](#)

The Opportunity Number will display. Click the **Continue** button to transfer into the Document Wizard, which will help you fill out the necessary information on your opportunity.

Create Document

(Train)

[Continue](#)

Document Created

Document Number: ODFW-1008-16

Control Number: 1765847

The initial document has been created. To continue setting up the document click on 'Continue'.

[View](#)

Once you are in the Document Wizard, you will see all of the information screens listed down the left hand side of the window. Do not use these links to navigate from screen to screen, as doing so does not have an 'auto-save' feature so the information you type in will be lost. Instead, move from screen to screen by clicking either the **Back** or **Next** buttons along the top of the window.

1. Document Number

(Train)

Document Number: ODFW-1008-16 (DRAFT) Control Number: 1765847

Skip
Back
Save
Next
Finish

1. Document Number
2. Issued By Address
3. Issued By Contact
4. Issued For Address
5. Document Information
6. More Information
7. Items
8. Rapid Item Entry
9. Attachments
10. Commodity Match
11. Geographic Bid Matching
12. Comments
13. Invited / Notified / Interested Suppliers

Document Number

? The document number is the reference number for the document/form.

No change permitted.

Document Number: * ODFW-1008-16

* indicates a required field

Top

Use these buttons...

...not these buttons.

Fill out all of the required information in the Document Wizard.

Document Number – This will display the number automatically assigned when you created the Opportunity. Click **Next** to save and continue.

Skip
Back
Save
Next
Finish

Document Number

? The document number is the reference number for the document/form.

No change permitted.

Document Number: * ODFW-1008-16

* indicates a required field

Top

Issued By Address – The address should auto-populate based on the Issued By agency you selected when creating the Opportunity. You can update it if needed. Click **Next** to save and continue.

[Skip](#)
[Back](#)
[Save](#)
[Next](#)
[Finish](#)

Issued By Address

 Please enter the appropriate information into the fields.

Make the selected addresses below the same as the above address

Issued For Address

Name: ODFW - ASD

Address 1: * 4034 Fairview Industrial Dr SE



Issued By Contact – Either choose the contact name from the dropdown list or hit the Search button to look up a person. If they are not yet in the system, you will be able to add them after conducting your search. Click **Next** to save and continue.

[Skip](#)
[Back](#)
[Save](#)
[Next](#)
[Finish](#)

Issued By Contact

 Please enter the appropriate information into the fields.

Select or Find Contact

Select: **

Find: **




Issued For Address – The address should auto-populate based on the Issued For agency you selected when creating the Opportunity. You can update it if needed. Click **Next** to save and continue.

[Skip](#)
[Back](#)
[Save](#)
[Next](#)
[Finish](#)

Issued For Address

 Please enter the appropriate information into the fields.

Make the selected addresses below the same as the above address

Issued By Address

Name: ODFW - ASD

Address 1: * 4034 Fairview Industrial Dr SE

Address 2:



Document Information – The required fields are indicated with an asterisk.

Skip		Back		Save		Next		Finish	
Document Information									
Publish Date/Time (if later than issue date)		<input type="text"/>		(mm/dd/yyyy)		<input type="text"/>			
Closing Date/Time	*	<input type="text"/>		(mm/dd/yyyy)		<input type="text"/>			
Opening Date/Time (if later than the closing date)		<input type="text"/>		(mm/dd/yyyy)		<input type="text"/>			
Time Zone	*	<input type="text" value="Pacific Time"/>							
Document Title	*	<input type="text"/>							
Payment Terms	*	<input type="text"/>							
Estimated Value	*	<input type="text"/>							
Vendor Collected		<input type="text"/>				<input type="text"/>			

- **Publish Date/Time** – This is an optional field. This field allows you to postpone publishing your opportunity for the public to see. ONLY FILL THIS IN IF YOU NEED TO DELAY PUBLISHING YOUR DOCUMENT. If you leave the Publish Date/Time field blank, ORPIN will automatically publish the document for the public when you process it through the issuing workflow.
- **Closing Date/Time** – Type in the day and time that your opportunity should close. Click the icon next to the date field to choose the day from a calendar if desired.
- **Opening Date/Time** – This is an optional field. Use this field to indicate when you plan on opening the bids.
- **Time Zone** – This defaults to Pacific Time. Choose another option from the dropdown if needed, otherwise leave it set to the default.
- **Document Title** – Enter a title for your opportunity describing what good or service you are soliciting for. This is the text that the public will see when viewing a list of available opportunities to bid on, so be as specific as possible. For example, use “Frozen Peas” instead of “Food Solicitation” or “Opportunity 513”.
- **Payment Terms** – Choose your preferred payment terms from the dropdown list.
- **Estimated Value** – Please indicate what you estimate the value of the resulting contract will be. This information will not be visible to the supplier- it is for internal reporting purposes only.

Estimated value	*	<input type="text"/>
Vendor Collected Administrative Fee		<input type="text"/> <input type="text" value="v"/>
Maximum # of Items to display in Item Block		<input type="text"/>
<hr/>		
Bid Response Settings		
The following settings impact what the supplier is able to do when responding to this Opportunity		
Allow electronic bids?	 *	<input type="text" value="Only Manual Bids Allowed"/> <input type="text" value="v"/>
Component pricing?		<input type="text" value="With main item"/> <input type="text" value="v"/> 
Supplier may bid alternatives or substitutions?		<input type="checkbox"/>

- **Vendor Collected Administrative Fee** – If there will be VCAF collected on the resulting contract, indicate this here.
- **Maximum # of Items to display in Item Block** – Leave this field blank.
- **Allow electronic bids?** – This field defaults to “Only Manual Bids Allowed” which means that you will not be accepting electronic bids (or eBids) submitted through the ORPIN program. You may choose to change this to “Manual or Electronic Bids Allowed” or “Phone Quotes Only” but there is not an option to ONLY allow for electronic bids. Therefore you must always offer suppliers the ability to submit a manual (hard copy) bid.
- **Component Pricing** – If you want to offer suppliers the ability to break out item pricing into sub-items, indicate this here.
- **Supplier may bid alternatives or substitutions?** – If you want to allow suppliers to offer alternatives to your listed items, check this box.

Click **Next** to save and continue.

More Information – The required fields are indicated with an asterisk.

Skip
Back
Save
Next
Finish

More Information

Delivery Information

Delivery Requirements *

Delivery Terms

FOB *

Other Information

Non-DAS Standard Authority

Procurement Authority Citation *

Procurement Authority Citation Comment *

Special Procurement/Exemption

- **Delivery Requirements** – This is a required field. If you do not have delivery requirements to list, enter “N/A”.
- **Delivery Terms** – List any specific delivery terms here.
- **FOB** – Choose your preferred Freight on Board option from the dropdown.
- **Non-DAS Standard Authority** – Use this field to cite your purchasing authority if it deviates from the standard DAS purchasing authority.
- **Procurement Authority Citation** – Choose what authority you are procuring under.
- **Procurement Authority Citation Comment** – Cite the specific rule/statute/etc. that gives you authority to perform this request.
- **Special Procurement/Exemption** – If you are conducting this opportunity via an approved Special Procurement or an Exemption, indicate it in the dropdown.

Special Procurement/Exemption Citation	<input type="text"/>
Assigned Mentor	<input type="text"/>
DOJ Assigned Attorney	<input type="text"/>

- **Special Procurement/Exemption Citation** – If you selected Special Procurement or Exemption in the above dropdown, please cite the number here.
- **Assigned Mentor** – This is an optional field for agencies to use if they would like to capture the name of a mentor guiding the procurement professional through this solicitation.
- **DOJ Assigned Attorney** – This is an optional field for agencies to use if they would like to capture the name of the attorney at DOJ who reviewed this solicitation.

Click **Next** to save and continue.

Items – You should have at least one item listed on your opportunity. ORPIN will use the items you choose to decide who to send out push notice emails to. It will also categorize opportunities by items for suppliers as they browse the open opportunities list.

To search for an item, either enter a Keyword or NIGP (commodity) code and click the **Search** button. (This search may take a few moments.)

<p>? Catalog Search</p> <p>Enter a keyword or Item Code and click "Search" to retrieve catalog entries.</p> <p>Search by: <input checked="" type="radio"/> Keyword <input type="radio"/> NIGP</p> <p>Value: <input type="text" value="extinguisher"/></p> <p>Search</p>	<p>? Item</p> <p>Item Source: <input type="text" value="Document Item"/></p> <p>Submit/Next Components</p> <p>Item Number 1 Item Code *</p> <p>Quantity * <input type="text"/> UOM * <input type="text"/></p> <p>Description *</p> <p><input type="text"/></p>
--	--

Click one of the commodities displayed in blue to add to your opportunity.

- Category 24: Safety and Protection Equipment and Related Services
- 340-00: FIRE PROTECTION EQUIPMENT AND SUPPLIES
 - 340-08: Cabinets and Covers (For Fire Extinguishers, Fire Hose and Racks, Valves, etc.)
 - 340-08-05: COVERS, FIRE EXTINGUISHER
 - 340-28: Fire Extinguishers, Rechargers, and Parts
 - 340-28-13: BRACKETS FOR FIRE EXTINGUISHER, HEAVY DUTY METAL
 - 340-28-15: BRACKETS FOR FIRE EXTINGUISHER, VEHICLE MT. METAL

This will bring the item over to the right side of the window. Enter a **Quantity**.

Value:

1-30 / 51
1 2 **Next**

ORPIN Catalog: ORPIN Catalog

- NIGP Codes: NIGP 7 Digit Codes
 - Category 16: Maintenance and Repair of Equipment
 - 936-00: EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR GENERAL EQUIPMENT
 - 936-34: Fire Extinguisher Maintenance (Including Recharging) and Repair
 - 936-34-20: MAINTENANCE AND INSPECTION OF THE ANSUL R-101 FIRE

Item Number 1 Item Code *NIGP Code: 340-28

Quantity * UOM *EACH

Description * Fire Extinguishers, Rechargers, and Parts

* indicates a required field

Either click the **Submit/Next** button to add another item, or click **Next** to save and continue to the next page of the Document Wizard.

Skip Back Save **Next** Finish

Go to Item #:

? Catalog Search

Enter a keyword or Item Code and click "Search" to retrieve catalog entries.

Search by: Keyword NIGP

Value:

? Item

Item Source:

Rapid Item Entry – This is an optional page. It provides an alternative way to quickly enter items if you already know the NIGP commodity code. If you entered items through the regular Items page you can just click **Next** to skip this page.

10. Rapid Item Entry

(Train)

Document Number: ODFW-1053-16 (DRAFT) Control Number: 1765845

Skip
Back
Save
Next
Finish

1. Document Number
2. Issued By Address
3. Issued By Contact
4. Issued For Address
5. Issued For Contact
6. Document Information
7. More Information
8. Financial Data
9. Items
10. **Rapid Item Entry**
11. Attachments
12. Comments
13. Edit Items
14. Suggested Suppliers

Rapid Item Entry

? This OPTIONAL tool allows you to quickly enter additional items to your document by entering the NIGP code for the item and the quantity needed. You may skip this page if it is not applicable.

Item #	NIGP Code	Quantity
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>

* indicates a required field

Top

Attachments – It is not a system requirement for you to upload attachments. To add attachments to the Opportunity, do the following:

Skip
Back
Save
Next
Finish

Attachments

The maximum total file upload size per Submit is 34.80 MB

Attachment Title

File

File

- Enter an Attachment Title in the first field.
- Click the Browse button to locate the document on your computer.
- Indicate whether this attachment is mandatory, optional, or returnable.

Click **Next** to save and continue.

Commodity Match – You may choose to list additional commodities that aren't exactly what the items are in your solicitation but are close. This will cause ORPIN to send push email notifications to additional suppliers that have these commodities listed in their profiles.

Catalog Search

Search

Search By: Keyword NIGP

Keyword/Code:

The maximum number of records has been return by the search criteria. Please refine your search and try again.

1-30 / 394

1 2 3 4 5 ... 14 **Next**

ORPIN Catalog: ORPIN Catalog

- NIGP Codes: NIGP 7 Digit Codes
- Category 01: Administrative, Financial, and Management Services
- 952-00: HUMAN SERVICES
- 952-44: Fire Fighting and Prevention Services (For Buildings, Homes, etc.; See 990-43 for Oil and Gas Well Fires)

Cross-references

Refer Id: *

Description: *

* indicates a required field

Existing Entries **Delete Remain**

No results were found

Geographic Bid Matching – During the registration process, ORPIN asks suppliers to indicate what regions in Oregon they can provide goods or services to. When you are creating your solicitation, you are required to pick a region so that ORPIN can match this up with supplier's profiles to decide who to send email push notices to.

Geographic Bid Matching

Posted opportunities can be cross-referenced to the region in which the goods or services are required.

Check All

Oregon

- Central Coast
- Central Valley
- North Central
- North Coast
- North Valley
- Northeastern
- South Central
- South Coast
- South Valley
- Southeastern

* indicates a required field

Comments – Click the Add button next to any of the comment types to fill them in. The Opportunity Summary field is required, but the other two types are optional areas to capture any additional comments you want to note. Comments are visible to suppliers.

Type	Delete
1 Opportunity Comments	Add
2 * Opportunity Summary	Add
3 Trailer Comments	Add

- **Opportunity Comments** – Optional comments field.
- **Opportunity Summary** – Enter a summary of the solicitation needs to explain to the supplier what you need.
- **Trailer Comments** – Enter any additional comments you want included in the trailer of the Opportunity. This will also be visible to the suppliers.

Click **Next** to save and continue.

Invited/Notified/Interested Suppliers - If you would like to prompt ORPIN to send an email about your solicitation to a specific list of suppliers, you can use this option.

Invited / Notified / Interested Suppliers

Inviting Suppliers will result in only those Suppliers being able to see and bid on the opportunity. Notifying Suppliers does not restrict the opportunity to others.

Select an option: Invite Notify

Find Supplier to Notify Notify using distribution list Notify Certified Suppliers Notify using Previous Document

The radio button will default to **Notify**.

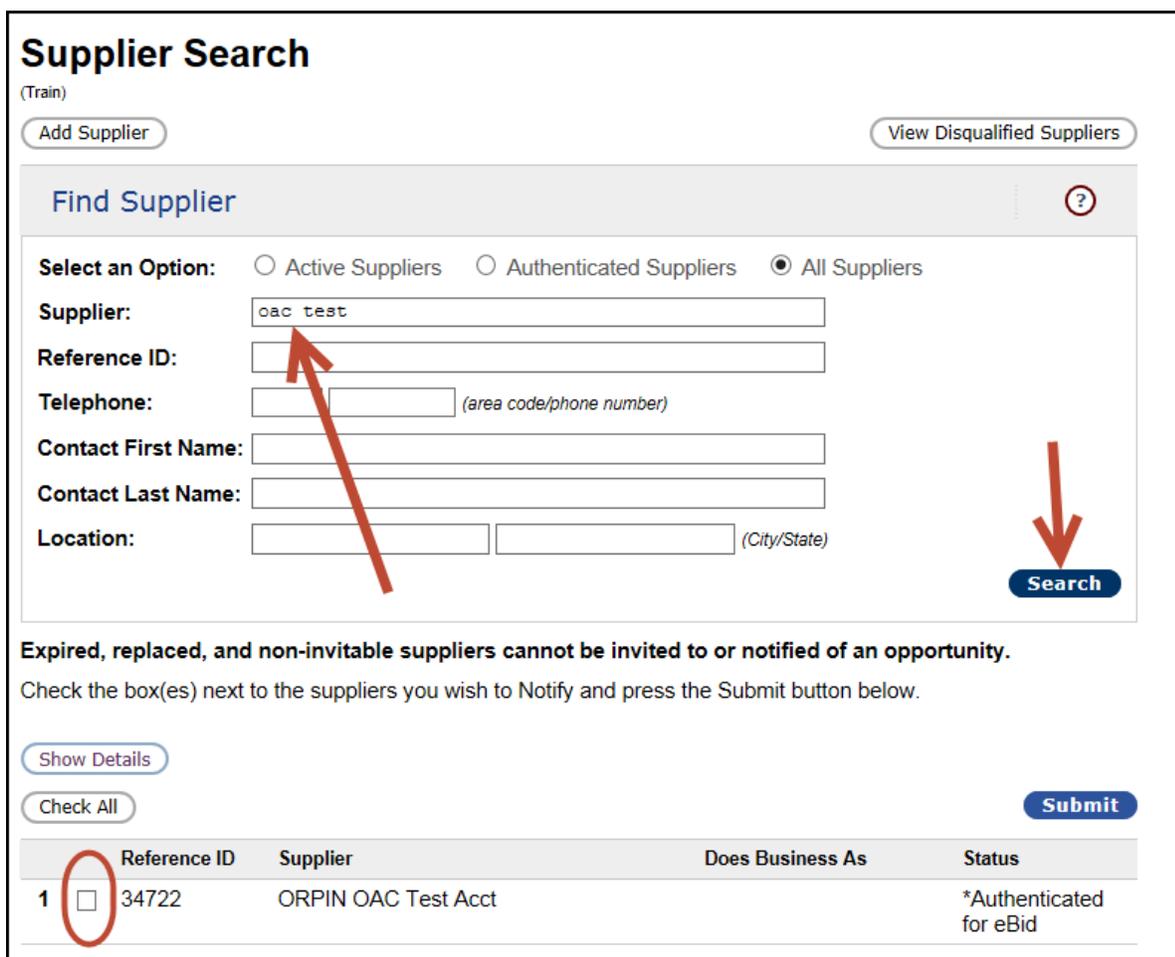
- **Notify** prompts ORPIN to send an email to the list of suppliers you will specify, but also publishes the Opportunity for all suppliers to view/bid on.
- **Invite** prompts ORPIN to send an email to the list of suppliers you will specify, but does not publish the Opportunity for suppliers to see. This means that only those suppliers you add to the Invite list will know that this solicitation exists.

Please note- if you do use the Invite or Notify option on a solicitation, you will not be able to change your choice after you issue the document. This means that if you do an Invite, you cannot later change it to Notify so that the public can see the solicitation. You would have to withdraw your solicitation and start over leaving it visible to the public. Subsequently, if you do a Notification, you cannot later change it to an Invite.

Click on the **Find Supplier to Notify** or **Find Supplier to Invite** button (depending on whether you are doing a notification or an invite).



Type the supplier's company name in the **Supplier** field and hit Search to look for the company. When the results come back check the box next to the correct Supplier.



Supplier Search
(Train)

Add Supplier View Disqualified Suppliers

Find Supplier ?

Select an Option: Active Suppliers Authenticated Suppliers All Suppliers

Supplier: oac test

Reference ID:

Telephone: (area code/phone number)

Contact First Name:

Contact Last Name:

Location: (City/State)

Search

Expired, replaced, and non-invitable suppliers cannot be invited to or notified of an opportunity.
Check the box(es) next to the suppliers you wish to Notify and press the Submit button below.

Show Details

Check All Submit

	Reference ID	Supplier	Does Business As	Status
1	<input type="checkbox"/>	34722	ORPIN OAC Test Acct	*Authenticated for eBid

Click the **Submit** button at the top of the list. This will add the supplier to your Notify/Invite list.

Repeat steps d-g until your list is complete. Then click the **Finish** button to view the Opportunity draft.

In order for you to publish your opportunity, you must process it through the workflow.

Begin by clicking **Complete Step (Create)** in the menu bar.

Invitation to Bid (ITB)
Fire Extinguishers
(Train)

Only Manual Bids Allowed

ORPIN
Oregon Procurement Information Network

Draft

Opportunity #
ODFW-1008-16

Publish Date & Time

Closing Date & Time
08/20/2015 4:00 PM

Time Zone
Pacific Time

All dates are mm/dd/yyyy

Issued By
ODFW - ASD
4034 Fairview Industrial Dr
SE
Salem, Oregon
97302-1142

Contact Patty Laurie Whalen
(OAC)

Phone 1 (999) 947-6138

Fax 1 (999) 947-6156

Email Patty.L.Whalen@state.or.gov

Attachments Exist
Privileged Attachments Do Not Exist
Documents for Purchase Do Not Exist
Work Flow comments do not exist
User Comments Do Not Exist
Geographic Matching Does Not Exist

Complete Step (Creation)

Maintain

Document Number

Issued By Address

Issued By Contact

Issued For Address

Document Information

More Information

If your opportunity is missing any required information or something is not filled out correctly, you will receive an “Integrity Check Failed” message outlining the problem. If this happens, click on the underlined location and correct the information. Once everything is populated, click the Finish button and then you can click on **Complete Step (Creation)** again.

Current Step: Creation

Integrity Check Failed

- Geographic Bid Matching Required (Location: Geographic Bid Matching)
- Closing date must be in the future. (Location: Document Information)

* Indicates a required field

After clicking **Complete Step**, the next step in the workflow will display. Click the dropdown box and choose the name of the person who will process the next step. If you plan on completing the workflow yourself, choose your own name in the dropdown. *Note: Some steps in ORPIN are conditional based on the type of procurement and the dollar value so the workflow steps you see may vary based on the solicitation.*

Current Step:	Creation
Next Step:	* Issue
Person Responsible for Next Step:	* <div style="border: 1px solid black; padding: 2px;"> Select Person Responsible -- 635000-Administration ODFW - ASD -- -- 635000-ASD ODFW - Procurement Section -- Farrell, Debbi Irvine, Jerilyn Nasset, Christian Perkins (DPO), Jessica G. Rodriguez (Buyer), Rhea Rodriguez, Enrique Svejcar, Jeff Wenger, Ashley -- 635000 ODFW - Agency - Department of Fish and Wildlife -- Hansen (OAC), Alan Leveaux, Lori Whalen (Buyer), Patty Whalen (OAC), Patty Laurie -- 12B DAS Authority Agencies -- -- 12 Executive -- DAS - Procurement Queue </div>
Comments:	<div style="border: 1px solid black; width: 150px; height: 40px; margin-bottom: 5px;"></div> Send email to person responsible * Indicates a required field

Continue clicking on the **Complete Step** button until you have issued the document or assigned it to someone else to complete.

Addendas and Revisions - In order to make a change to a solicitation that has been issued, you need to either create an Addenda or a Revision. To do this, open your solicitation and click on **Actions** in the menu bar. Choose either **Create Addendum** or **Create Revision**.

<p>Express/View Interest</p> <hr/> <p>Maintain</p> <hr/> <p>Additional</p> <hr/> <p>Notice Specific Information</p> <hr/> <p>Actions</p> <p>Create PDF</p> <p>Create Addenda</p> <p>Create Revision</p> <p>Previous Version</p> <p>Target Workflow</p>	<p>Phone 1 (999)</p> <p>Fax 1 (999)</p> <p>Email Patty. r.TEST</p> <hr/> <p> Attachments Exist</p> <p>Privileged Attachments Do Not Exist</p> <p>Documents for Purchase Do Not Exist</p> <p>Geographic Matching Exists</p> <p>Commodity Matching Exists</p>
--	---

Confirm the closing date/time of the document and hit Submit.

Click on 'Submit' to create an addendum.

Please confirm the Closing Date & Time of the document:

Closing Date: 08/20/2015

Closing Time: 4:37 PM

Submit



Click on **Maintain** in the menu bar, then go to Addendum Reason or Revision Reason. Leave the words "Addendum #_" or "Revision #_" but type the reason for your addendum or revision into the box to the right of it.

Skip Back Save Next Finish

Addendum Reason

? Please enter the Addendum Reason.

* Addendum #2 Changing closing time.

Change any other information that needs to be updated and then click the **Finish** button.

Process the document through the workflow by clicking on **Complete Step** until you have issued the addendum/revision.

Current Step: Creation

Next Step: * Issue

Person Responsible for Next Step: *

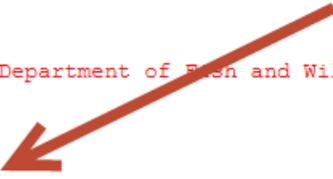
Comments:

Send email to person responsible

* Indicates a required field

Select Person Responsible

- 635000-Administration ODFW - ASD --
- 635000-ASD ODFW - Procurement Section --
- Farrell, Debbi
- Irvine, Jerilyn
- Nasset, Christian
- Perkins (DPO), Jessica G.
- Rodriguez (Buyer), Rhea
- Rodriguez, Enrique
- Svejcar, Jeff
- Wenger, Ashley
- 635000 ODFW - Agency - Department of Fish and Wildlife --
- Hansen (OAC), Alan
- Leveaux, Lori
- Whalen (Buyer), Patty
- Whalen (OAC), Patty Laurie
- 12B DAS Authority Agencies --
- 12 Executive --
- DAS - Procurement Queue



V. Bidding:

To enter a hard copy bid (Manual Bid) on a solicitation, open the document and click on **View Data** in the menu bar. Select the **Progression** option.

Invitation to Bid (ITB)
Fire Extinguishers
(Train)

Only Manual Bids Allowed

Issued By
ODFW - ASD
4034 Fairview Industrial Dr
SE
Salem, Oregon
97302-1142

Contact Patty Laurie Whalen
(OAC)

Phone 1 (999) 947-6138
Fax 1 (999) 947-6156
Email Patty.L.Whalen@state.or.gov

Opportunity #
ODFW-1008-16
Addendum # 2

Original Publish Date & Time
08/20/2015 4:30 PM
Publish Date & Time
08/20/2015 4:35 PM
Closing Date & Time
Changed
08/20/2015 4:50 PM
Time Zone
Pacific Time
Approx. Time Remaining
0 Days 0:07:57

All dates are mm/dd/yyyy

Issued For
ODFW - ASD
4034 Fairview Industrial Dr
SE
Salem, Oregon

Attachments Exist
Privileged Attachments Do Not Exist
Documents for Purchase Do Not Exist
Geographic Matching Exists
Commodity Matching Exists

View Data (highlighted with red arrow)
Progression
Process History
Supplier Download History
Supplier Activity Log
Addendum/Revision Reason List
Email Log

You will see a progression screen that displays the activities occurred within the master file.

Progressions
(Train)

Evaluations | Related Documents | Process History

Display Active Documents | Show Locations | Show Progressed From

Procurement File **Legend**

ORPIN-78626-16

Current Status: Closed Opportunities

Discipline: Trade Services IT

Opportunity

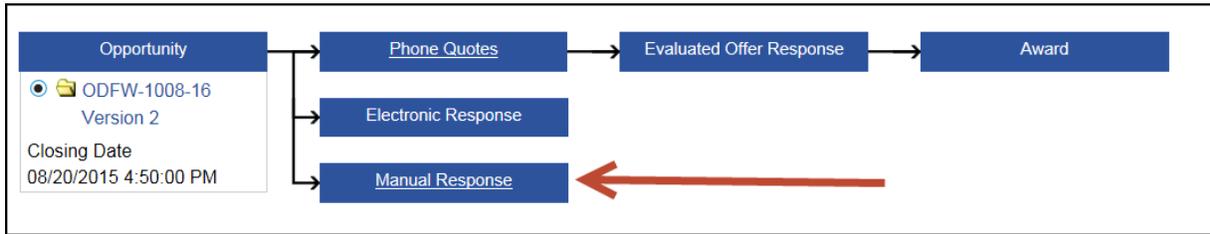
- ODFW-1008-16
Version 2
Closing Date
08/20/2015 4:50:00 PM

Phone Quotes → **Evaluated Offer Response** → **Award**

Electronic Response

Manual Response

To enter a manual bid before the bid closes, click the radio button next to the opportunity and click on Manual Response.



Click the **Find** button to locate the supplier who submitted the bid.

Create a Response Document

(Train)

Select the Organizations for the document. Issued By refers to the issuing organization. Issued For refers to the organization the document is intended for.

Organizations **Next**

Issued By: 635000-Administration ODFW - ASD

Issued For: 635000-Administration ODFW - ASD

Supplier: *

* indicates a required field

Top

Type the supplier's company name in the **Supplier Name** field and click the **Search** button. When the results come up, click on the correct supplier from the results listed.

Supplier Search

(Train)

Find Supplier

Supplier Name:

Supplier ID:

Telephone: (area code/phone number)

Contact First Name:

Contact Last Name:

Search

If the supplier does not show in the list, try searching again using only part of the name. If there are commas, dashes, etc. in the supplier's name, try omitting them and running the search. Once you are absolutely positive that the supplier is not in the system already, you can click the **Add Supplier** button about the search box to build a shell account in the system for the supplier so that you may tie the bid to their company name.

Supplier Search

(Train)

[Add Supplier](#) [View MWESB Suppliers](#) [View Disqualified Suppliers](#)

Find Supplier

Supplier Name: x

Supplier ID:

Telephone: (area code/phone number)

Contact First Name:

Contact Last Name:

[Search](#)

Suppliers without a reference id cannot be selected.

[Show Details](#)

Supplier	Reference ID	Status
1 ORPIN OAC Test Acct	34722	*Authenticated for eBid

[Top](#)

Note: The "Add Supplier" button is not visible before you search for the supplier. Once you perform a search, it will show up and be available for use.

After you've selected your supplier, click the **Next** button to begin the bid document.

Create a Response Document

(Train)

? Select the Organizations for the document. Issued By refers to the issuing organization. Issued For refers to the organization the document is intended for.

Organizations

Issued By: 635000-Administration ODFW - ASD

Issued For: 635000-Administration ODFW - ASD

Supplier: [Find](#) * ORPIN OAC Test Acct

* indicates a required field

[Next](#)

Fill in the required information.

Create Document

(Train)

[← Back](#)

[?](#) This page handles any additional information needed for the creation of the document.

Additional Information [Create](#)

Opportunity:	ODFW-1008-16
Discipline:	Trade Services IT
Document Type:	Bid Response - Trade Services
Procurement Method:	Offer Response
Issued By:	635000-Administration ODFW - ASD
Issued For:	635000-Administration ODFW - ASD
Supplier:	Edit 34722 ORPIN OAC Test Acct
Receipt Date:	* <input type="text"/>  (mm/dd/yyyy)
Receipt Time:	* <input type="text"/> (h:mm:ss AM/PM)
Opportunity Version:	* <input type="text" value="ODFW-1008-16 Version 2"/> ▼
Summary Bid:	* <input type="text" value="No"/> ▼

- **Receipt Date** – Enter the date the bid was received. You can click the icon to the right of the text field to choose the date from a calendar.
- **Receipt Time** – Enter the time (including seconds) the bid was received.
- **Opportunity Version** - If there are multiple versions of the opportunity due to addenda/revisions, choose the version that the supplier bid against from the choices listed in the dropdown.
- **Summary Bid** – If you plan on entering just a summary total of the pricing, set the Summary Bid option to “Complete” or Partial and fill in the summary amount. Select “No” if you are not going to enter bid pricing in at this time.

- **NOTE:** *If you are creating this bid PRIOR to the solicitation closing, select the “No” option. Click on the “Create” button to create the document, but you can’t view it at this time (the continue button shown below won’t be available at this time). This is because you are not allowed to post pricing or other details until after the solicitation has closed.*
- *Once the opportunity closes, you can pull up the bid and by completing steps 12-15 so that you may finish entering the data.*

Create Document

(Test)

Document Created

Document Number: 1987634
Control Number: 1987634

The initial document has been created. To continue setting up the document click on 'Continue'.

To complete the data entry on a draft Manual bid after the bid has closed, open the solicitation document and click on **View Data** in the menu bar. Select the **Progression** option.

Notice Specific Information

Actions

View Data

Progression

Process History

Attachments Exist
Privileged Attachments Do Not Exist
Documents for Purchase Do Not Exist
Geographic Matching Exists

0 Days 0:07:57

All dates are mm/dd/yyyy

You will see a progression screen that displays the activities occurred within the master file.

Opportunity

- ODFW-1008-16 Version 2
- Closing Date: 08/20/2015 4:50:00 PM

Phone Quotes → Electronic Response → Manual Response → Evaluated Offer Response → Award

Opportunity # ODFW-1008-16

Version 2

X 1765854

34722

ORPIN OAC Test Acct

Click on the manual bid that you wish to complete. (It will have an X next to it to indicate that it is not yet issued, and the numbers will be in blue, indicating that you can now access it).

Closing Date: 08/20/2015 4:50:00 PM

Manual Response

Opportunity # ODFW-1008-16

Version 2

X 1765854

34722

ORPIN OAC Test Acct

Click the **Maintain** button in the left hand menu bar and click **Document Number**. The system automatically assigns a number to the bid. Click **Next** to save and continue.

Document Number: 1765854 (DRAFT) Control Number: 1765854

1. Document Number

2. Supplier Address

3. Supplier Contact

4. Document Information

5. More Information

Document Number

? The document number is the reference number for the document/form.

Document Number: *

* indicates a required field

Top

Supplier Address – The supplier’s address will automatically populate from their registration information. Click **Next** to save and continue.

Supplier Address

? Please enter the appropriate information into the fields.

Name: ORPIN OAC Test Acct

Address 1: *

Supplier Contact – The supplier’s contact information will automatically populate from their registration information. Leave it set to the displayed contact or choose another from the dropdown. Click **Next** to save and continue.

Supplier Contact

? Please enter the appropriate information into the fields.

Select contact

Select:

Contact Information

First Name:

Last Name: *

Title:

Document Information – The document date and time will automatically populate. However, you must indicate whether or not the supplier is a **Resident Bidder**. There are a few other optional fields that can be populated if desired. Click **Next** to save and continue.

SkipBackSaveNextFinish

Document Information

Document date  (mm/dd/yyyy) 

Payment Terms Net 45

Payment Terms Comments

Document Title 

Resident Bidder * Yes No

Bid Expiration  (mm/dd/yyyy)

* indicates a required field ▲ Top

** indicates that one of the fields in this set is required.

More Information - Fill in the Delivery Comments if desired. Click **Next** to save and continue.

SkipBackSaveNextFinish

More Information

Delivery Requirements M-F, 8-5

FOB FOB Destination

Delivery Comments

* indicates a required field ▲ Top

** indicates that one of the fields in this set is required.

Enter Item Info – The first item on your solicitation will display. The system defaults to “No Bid” on the item, so you will need to change this in order to enter a price on it. Change the radio button over to “Bid” and then enter in the “Unit Price”. You can also enter an item description if desired.

Skip
Back
Save
Next
Finish

Go to Item #:

Original item

Item Code	Quantity	UOM
340-28	50	EACH

Description
Fire Extinguishers, Rechargers, and Parts

Bid Item

Bid
 No Bid

Item Number
1

Quantity	UOM
50	EACH

Unit Price

Description

Continue entering prices on each of the items on the solicitation that the supplier has bid on by clicking “Next Item”. When you have finished, click **Next** to save and continue.

Enter Prices – You will see a list of all items and their associated prices. Confirm prices here and edit as needed. Click **Next** to save and continue.

Skip
Back
Save
Next
Finish

Enter Prices

? Cancelled and Base Price items cannot be edited.

Item #	Description	Qty	Uom	List Percent	List Price	Price Bid
1	Fire Extinguishers, Rechargers, and Parts	50	EACH			<input type="text" value="150.00"/> <input checked="" type="checkbox"/>

Attachments - If you have any documents from the supplier that need to be attached, you can add them here by giving them a title and then using the “Browse” button to upload them from your files. Click **Next** to save and continue.

Attachments

The maximum total file upload size per Submit is 34.80 MB

Attachment Title File Browse...

Supplier Comments – If there are any additional comments from the supplier you want to capture on the bid, add them here.

Comments

? Comments can be added and maintained. Mandatory comments cannot be deleted.

Type	Delete
1 Supplier Comments	Add

* indicates a required field

Top

Click the **Finish** button.

Response Receipt Info – Before you issue the bid, you need to enter a few more pieces of information. Click on “View Data” in the menu bar and choose “Response Receipt Info”.

Supplier Response
Fire Extinguishers
(Train)

ORPIN
Oregon Procurement Information Network

Issued By
ODFW - ASD
4034 Fairview Industrial Dr SE
Salem, Oregon
97302-1142

Contact Patty Laurie Whalen (OAC)
Phone 1 (999) 947-6138
Fax 1 (999) 947-6156
Email Patty.L.Whalen@state.or.TEST

Draft

Response #
1765854

Opportunity #
ODFW-1008-16

Revision # 2

Closing Date & Time
08/20/2015 4:50 PM

Time Zone
Pacific Time

All dates are mm/dd/yyyy

Supplier Address
ORPIN OAC Test Acct
123 Main Street

Receiving Address
ODFW - ASD
4034 Fairview Industrial Dr

Date Issued
Your current electronic bid document is in draft form and has

Attachments Do Not Exist

View Data

Progression
Process History
Response Receipt Info

- **Receipt Date** – This should carry over from your initial entry of the bid.
- **Receipt Time** – This should carry over from your initial entry of the bid.
- **Summary Bid** – If you have entered individual items on prices, leave this set to “No”. If you want to enter just one grand total for everything and not list individual item prices, set this to “Complete” and ether the “Summary Bid Amount”.
- **Evaluation Review** – Please indicate whether this bid meets requirements or not.
- **Bid Review Comment** – If you chose anything other than “Meets Requirements” in the prior field, please enter a comment to indicate what they were missing, etc.

Response Receipt Info
(Train)

Document Number: 1765854 (DRAFT) **Control Number:** 1765854

Opportunity Number: ODFW-1008-16

Confirmation Number:

Receipt Date: * 08/20/2015 (mm/dd/yyyy)

Receipt Time: * 4:48:12 PM (h:mm:ss AM/PM)

Summary Bid: No

Evaluation Review: Meets requirements

Bid Review Comment:

Submit

Click **Submit** to save and continue.

Process the document through the workflow by clicking on **Complete Step** until you have issued the bid.

Supplier Response
Fire Extinguishers
(Train)

ORPIN
Oregon Procurement Information Network

Issued By
ODFW - ASD
4034 Fairview Industrial Dr SE
Salem, Oregon
97302-1142

Contact Patty Laurie Whalen (OAC)
Phone 1 (999) 947-6138
Fax 1 (999) 947-6156
Email Patty.L.Whalen@state.or.TEST

Draft

Response #
1765854

Opportunity #
ODFW-1008-16

Revision # 2

Closing Date & Time
08/20/2015 4:50 PM

Time Zone
Pacific Time

All dates are mm/dd/yyyy

Attachments Do Not Exist

Supplier Address
ORPIN OAC Test Acct
123 Main Street
Salem, Oregon
97302

Receiving Address
ODFW - ASD
4034 Fairview Industrial Dr
SE
Salem, Oregon
97302-1142

Date Issued
Your current electronic bid document is in draft form and has not been submitted. In order to submit your official e-Bid, you must click on the <Issue Bid Response> option located on the left hand menu.

Resident Bidder: Yes No
FID:
Contact: Primary Contact

Receipt Date & Time
08/20/2015 4:48:12 PM

If a supplier submits an Electronic Bid (eBid) on a solicitation: The supplier will enter their prices, upload attachments, etc. You will not be able to view their bid until after the opportunity closes. Once it closes, you will be allowed to view the bid details and evaluate it as needed.

VI. Creating Awards/Contracts:

If you want ORPIN to create an Evaluation/Bid Tab Sheet, open the opportunity's Progression screen. You can skip this step if it is not needed.

Click the **Evaluations** button in the upper left corner of the Progression screen to create your tab sheet.

OREGON.GOV Close

Progressions (Train) Print Refresh

Evaluations Related Documents Process History

Display Active Documents Show Locations Show Progressed From

Procurement File Legend

ORPIN-78626-16

Current Status: Closed Opportunities

Discipline: Trade Services IT

Choose the type of evaluation sheet you want and click the icon to the right of it to create. (You can do this multiple times, so try each one and see which is more appropriate for what you are working on.)

Evaluations

(Train)

Evaluations can be created based on supplier responses. Summary Evaluations provide the overall total of each Suppliers response. Response Evaluations compare the responses at the item level. You must have Microsoft Excel 2002 or later to be able to view the Evaluations in Excel.

Please select the Opportunity that you wish to create evaluations for.

Select Opportunity: ODFW-1008-16 Version 2

[? Response Evaluations ODFW-1008-16 Version 2](#)

Select the transformation you wish to use from the table below. To create your opportunity results spreadsheet click on the icon to view the information in Excel. If the Raw XML transformation is selected, then XML will be displayed. If this is your only option, please contact your System Administrator.

default - Microsoft Excel 2002 (Office XP)  

[? Summary Evaluations ODFW-1008-16 Version 2](#)

Select the transformation you wish to use from the table below. To create your opportunity results spreadsheet click on the icon to view the information in Excel. If the Raw XML transformation is selected, then XML will be displayed. If this is your only option, please contact your System Administrator.

Select Transformation 

The Evaluations sheet will create. Save the document to your computer for future use.

If you would like to post the evaluation sheet, Preliminary Results, and Intent to Award or anything else on your solicitation for others to see, you can post it under **Notice Specific Information**. Pull up your closed solicitation document and click on **Notice Specific Information** in the left-hand menu bar.



The screenshot shows a web application interface. On the left is a sidebar menu with the following items: 'Additional', 'Notice Specific Information' (highlighted with a red box), 'Questions and Answers', 'Preliminary Results', 'Intent to Award', 'Potential Delay Notice', 'Evaluation (Competitive Range)', and 'Email Notices'. The main content area displays several status messages: 'Attachments Exist', 'Privileged Attachments Do Not Exist', 'Documents for Purchase Do Not Exist', 'Geographic Matching Exists', and 'Commodity Matching Exists'. In the top right corner, there is a timer labeled 'Pacific Time' showing 'Approx. Time Remaining' as '0 Days 00:00:00' and a note 'All dates are mm/dd/yyyy'. At the bottom right, it says 'Issued For ODFW - ASD 4034 Fairview Industrial Dr'.

Choose the most appropriate folder to post your document in. They all function the same, (except for the Questions and Answers folder. This folder is used prior to the solicitation closing as a way to share Q&A with your interested suppliers.) Click the folder you want to use.



Enter a title for the Attachment, and click the **Browse** button to locate it on your computer. If you would like the attachment to expire after a certain date, you can fill in the **Expiration** field. (This is OPTIONAL.) If you use the Expiration date, the document will no longer be visible to the supplier community after the specified date, but it will remain attached internally for you to see.

A screenshot of a web form titled "3. Intent to Award" with "(Train)" below it. The form includes "Document Number: ODFW-1008-16 (Version: 2)" and "Control Number: 1765852". On the left is a navigation menu with items 1 through 6. At the top right are buttons: "Skip", "Back", "Save", "Next", and "Finish". The main content area shows the "Intent to Award" section with three rows of "Attachment Title" and "Expiration" fields, each with a "File" field and a "Browse..." button. A red rounded rectangle highlights the first row's "Attachment Title" and "Expiration" fields.

Click the **Finish** button when you are done.

A close-up screenshot of the "Finish" button and the first row of the form. The "Attachment Title" field contains "Intent to Award" and the "File" field contains "C:\Documents and Sett" with a "Browse..." button. The "Expiration" field is empty. A red arrow points to the "Finish" button.

IMPORTANT NOTE: The system will not automatically send emails to those suppliers on the Interested List unless you prompt it to. To prompt emails, click on **Notice Specific Information** in the menu bar again and choose **Email Notices**.

If you are attaching multiple documents into different folders in the Notice Specific area, wait until you are finished attaching all of them, and then click **Email Notices** once. It will bring up an email with a bulleted list of all folders containing new attachments to your suppliers. "Check the box to Send Email notification of changes" and then hit the Finish button.

Skip Back Save Next Finish

Email Notices

ⓘ Emails will be sent to Suppliers who were "Invited", "Notified", expressed "Interest" or submitted a Bid Response.

If the user has checked the "Do not send me notification of changes to this opportunity" checkbox then they will not get an email.

Any changes to the posted Notices will not be emailed out. To trigger the emails, check the box and click "Save".

Send Email notification of changes in the notice attachments for this document?

The following files have been uploaded since the last email was sent

- Intent to Award: Intent to Award

* indicates a required field

Top

When you are ready to enter the award, open the solicitation document and click on **View Data** in the menu bar. Click on **Progression**.

Invitation to Bid (ITB)

Fire Extinguishers (Train)

ORPI
Oregon Procurement Information

Issued By
ODFW - ASD
4034 Fairview Industrial Dr
SE
Salem, Oregon
97302-1142

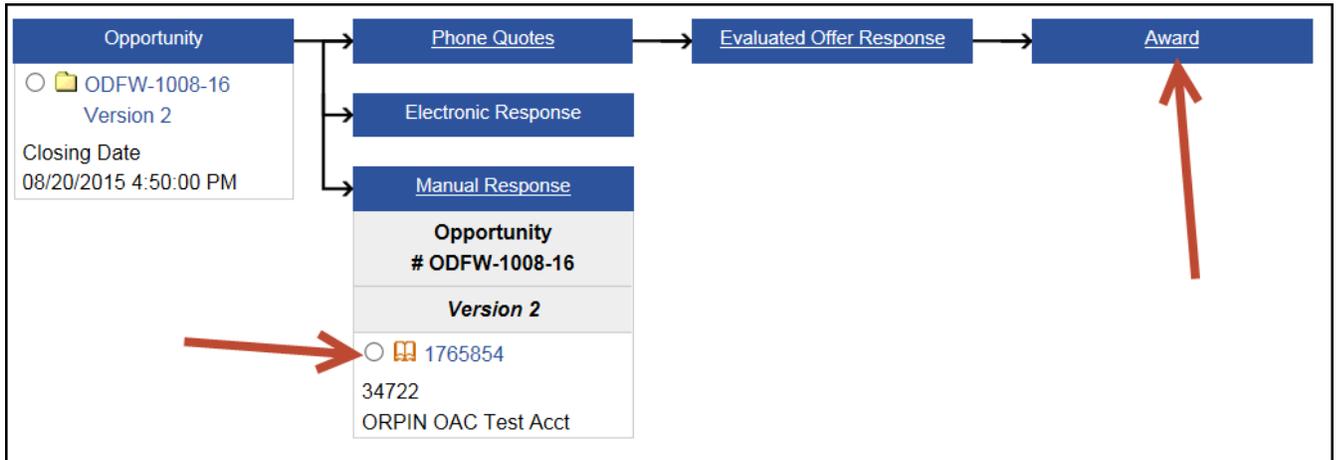
Contact Patty Laurie Whalen (OAC)
Phone 1 (999) 947-6138
Fax 1 (999) 947-6156
Email Patty.L.Whalen@state.or.gov

Opportunity #
ODFW-1008-10
Addendum # 2
Original Publish Date & Time
08/20/2015 4:30:00
Publish Date & Time
08/20/2015 4:35:00
Closing Date & Time
08/20/2015 4:50:00
Changed
Time Zone
Pacific Time
Approx. Time Remain
0 Days 00:00:00

All dates are mm/dd/yy

Attachments Exist
Privileged Attachments Do Not Exist
Documents for Purchase Do Not Exist
Intent to Award

You will see a progression screen displaying activities occurred within the master file. Click on the radio button next to the supplier's bid that you wish to progress, and then click **Award**.



Progressing an Opportunity to an Award:

Award Type – Select the type of award you are going to create. Types will display based on the Discipline used in your solicitation process. Click on the radio button next to the appropriate type and click **Next** to continue.

Create an Award/Report ORS 190

(Train)

[Back](#)

Select the Award type from the list provided. The list contains Award types valid for the selected Discipline that you have privilege for. If there is an Award type that is not selectable in the list and you believe it should be, please contact your Administrator for assistance.

Award Type

- Sale by Agency of Supplies & Services**
Create a Sales Agreement
- Agreement to Agree**
Create an Agreement to Agree
- Trade Services**
Create a Trade Services
- Emergency**
Post an Emergency Award

[Next](#)

Save to Profile:

The screenshot shows the 'Create an Award/Report ORS 190' screen. It includes a 'Back' button, a help message, and a list of award types. The 'Agreement to Agree' option is highlighted with a red arrow. The 'Next' button is also highlighted with a red arrow. There is a 'Save to Profile' checkbox.

Additional Information – Validate the information on the screen, and then choose whether you want to issue the award for the current calendar year or the next calendar year. Also, indicate whether you want all items to be brought over onto the contract.

Create an Award/Report ORS 190

(Train)

④ [Back](#)

⓪ 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](#)

Save to Profile:

Bid Document:	1765854
Discipline:	Trade Services IT
Document Type:	Edit Agreement to Agree
Procurement Method:	Awards/Agreements
Issued By:	635000-Administration ODFW - ASD
Issued For:	635000-Administration ODFW - ASD
Supplier:	34722 ORPIN OAC Test Acct
Calendar Year:	⓪ * <input type="radio"/> Previous <input checked="" type="radio"/> Current <input type="radio"/> Next
Create All Items:	⓪ * <input checked="" type="radio"/> Yes <input type="radio"/> No

Click the **Continue** button to transfer into the Document Wizard, which will help you fill out the necessary information on your award.

OREGON.GOV Close ✕

Create Document

(Train)

Document Created

Document Number: ODFW-1000-16
Control Number: 1765856

The initial document has been created. To continue setting up the document click on 'Continue'.

[View](#) ⬆ Top

Once you are in the Document Wizard, you will see all of the information screens listed down the left hand side of the window. Do not use these links to navigate from screen to screen, as doing so does not have an 'auto-save' feature so the information you type in will be lost. Instead, move from screen to screen by clicking either the **Back** or **Next** buttons along the top of the window.

1. Document Number
(Train)
Document Number: ODFW-1000-16 (DRAFT) Control Number: 1765856

1. Document Number
2. Supplier Address
3. Supplier Contact
4. Contract Administrator Address
5. Contract Administrator
6. Receiving Address
7. Receiving Address Contact
8. Document Information
9. More Information
10. Financial Data
11. Items
12. Rapid Item Entry
13. Supplier Insurance
14. Supplier Identification
15. Attachments
16. Commodity Match
17. Comments

Skip Back Save Next Finish

Document Number
The document number is the reference number for the document/form.
No change permitted.
Document Number: * ODFW-1000-16
* indicates a required field

Top

Use these buttons...
...not these buttons.

Document Number – Based on your agency’s settings, the Document Number will either auto generate or be available for you to enter. (This field is required.) Click **Next** to save and continue.

Skip Back Save Next Finish

Document Number
The document number is the reference number for the document/form.
No change permitted.
Document Number: * ODFW-1000-16

Supplier Address – The supplier’s address information should auto-populate based on their supplier registration. Update if needed, and then click **Next** to save and continue.

Skip Back Save Next Finish

Supplier Address

ⓘ Please enter the appropriate information into the fields.

Search

Legal Business Name: ORPIN OAC Test Acct

Address 1: * 123 Main Street

Supplier Contact – The supplier’s contact information should auto-populate based on their supplier registration. Update if needed, and then click **Next** to save and continue.

Skip Back Save Next Finish

Supplier Contact

ⓘ Please enter the appropriate information into the fields.

Select contact

Select: Select contact

Contact Information

First Name: Primary

Last Name: * Contact

Contract Administrator Address - The agency information should auto-populate. Update if needed, and then click **Next** to save and continue.

Skip Back Save Next Finish

Contract Administrator Address

ⓘ Please enter the appropriate information into the fields.

Make the selected addresses below the same as the above address

Receiving Address

Search

Name: ODFW - ASD

Address 1: * 4034 Fairview Industrial Dr SE

Address 2:

Contract Administrator – Select the appropriate administrator from the dropdown list or use the Find button to look up the person. Click **Next** to save and continue.

Skip **Back** **Save** **Next** **Finish**

Contract Administrator

Please enter the appropriate information into the fields.

Select or Find Contact

Select: **

Find: **

Contact Information

Make the selected contact(s) below the same as the above contact

Receiving Address Contact

Attention: * Patty Laurie Whalen (OAC)

Title: Procurement and Contracts Specialist 2

	Country Code	Area Code	Number	Extn
Phone: *	<input type="text" value="1"/>	* <input type="text" value="999"/>	* <input type="text" value="947-6138"/>	<input type="text"/>
Fax:	<input type="text" value="1"/>	<input type="text" value="999"/>	<input type="text" value="947-6156"/>	<input type="text"/>

Email:

Receiving Address – This information should auto-populate. Update if needed, and then click **Next** to save and continue.

Skip **Back** **Save** **Next** **Finish**

Receiving Address

Please enter the appropriate information into the fields.

Make the selected addresses below the same as the above address

Contract Administrator Address

Name: ODFW - ASD

Address 1:

Address 2:

Address 3:

Address 4:

Receiving Address Contact – Select the person from the dropdown (or use the Find button to search for or enter a new person) to indicate who the contact person at the receiving address should be. Click **Next** to save and continue.

Document Information - Populate fields listed below. (Required fields are indicated with an asterisk.)

- **Publish Date (if later than issued date)** – This is an OPTIONAL field. Only populate this field if you want the contract to be published to ORPIN users at a later date/time from when you issue it. If this field is populated, the contract will not appear on reports or in contract search results until the publish date/time has passed.
- **Contract Start Date** – Click the calendar icon to the right of the empty field to select a start date.
- **Expiration Date** – Click the calendar icon to the left of the empty field to select an expiration date.
- **Maximum Contract Term** – This is an optional field, but if you would like to indicate a maximum contract term date, click the calendar icon to the left of the empty field to select the date.
- **Estimated Contract Value** – Enter your best estimation of the total contract value in whole numbers.

Currency and Rate	<input type="text" value="1"/> <input type="text" value="US Dollars"/>
Document Title	* <input type="text" value="Fire Extinguishers"/>
Payment Terms	* <input type="text" value="Net 45"/>
Payment Terms Comments	<input type="text"/>
Work Order Information	
Award allows Work Orders?	* <input checked="" type="radio"/> Yes <input type="radio"/> No
Minimum Amt per Work Order (\$)	<input type="text"/>
Maximum Amt per Work Order (\$)	<input type="text"/>
Minimum Order Info	* <input type="text"/>
Other Settings	
Preference	<input type="text"/>
Preference Cost	<input type="text"/>

- **Currency and Rate** – These fields auto-populate and should be left as is.
- **Document Title** – Enter a title for the contract.
- **Payment Terms** – This defaults to Net 45, but you may change this if desired.
- **Payment Terms Comments** – Provide additional payment term details if needed.
- **Award allows Work Orders?** – This field only shows up on certain document types. If this is showing, please indicate whether the award should allow for Work Orders to be created against it.
- **Minimum Amt per Work Order (\$)** – This is an optional field that can be used to indicate if there is a minimum dollar value per work order.
- **Maximum Amt per Work Order (\$)** – This is an option field that can be used to indicate if there is a maximum dollar value per work order.
- **Minimum Order** – If there are minimum order requirements, indicate this here. If not, enter “N/A”.
- **Preference** – If Reciprocal Preference applies, choose it from the dropdown.
- **Preference Cost** – This optional field can be used to give additional detail about the cost of any applied preference to the award.

Administrative Fee (%)	<input type="text"/>
Administrative Fee (\$)	<input type="text"/>
Total Administrative Fee	<input type="text"/>
Vendor Collected Administrative Fee	<input type="text"/> <input type="text"/>
Number of days prior to contract Expiration to notify Buyer	<input type="text" value="180"/>
Number of days prior to insurance Expiration to notify Buyer	<input type="text" value="30"/>
Resident Bidder	* <input checked="" type="radio"/> Yes <input type="radio"/> No
Maximum # of Items to display in Item Block	<input type="text"/>

- **Administrative Fee (%)** – If the contract has VCAF and it is calculated by percentage, enter the VCAF percent here.
- **Administrative Fee (\$)** – If the contract has VCAF and it is a flat dollar amount, enter the VCAF amount here.
- **Total Administrative Fee** – Leave this field blank.
- **Vendor Collected Administrative Fee** – Leave this field blank.
- **Number of days prior to contract Expiration to notify Buyer** – Indicate when you would like to receive a contract expiration notice email. It defaults to 60 days.
- **Number of days prior to insurance Expiration to notify Buyer** – Indicate when you would like to receive a contract insurance expiration notice email. It defaults to 30 days.
- **Resident Bidder** – This field should auto-generate based on what was entered on the supplier’s bid response. Confirm that setting is correct.
- **Maximum # of Items to display in Item Block** – Leave this field blank.

Click **Next** to save and continue.

More Information - Populate fields listed below. (Required fields are indicated with an asterisk.)

<input type="button" value="Skip"/>	<input type="button" value="Back"/>	<input type="button" value="Save"/>	<input type="button" value="Next"/>	<input type="button" value="Finish"/>
More Information				
Mandatory or Convenience	*	<input type="text" value="Convenience Mandatory"/>		
Renewal Option		<input type="text"/>		

- **Mandatory or Convenience** – Indicate whether the contract is mandatory for use or a convenience. Refer to OAR 125-247-0296 for more information.

More Information

Mandatory or Convenience *

Renewal Option

Warranty *

FOB 

Freight / Surcharge if minimum order value not met

Delivery Comments

Delivery Requirements *

Best Value Analysis

Return Policy *

Procurement Authority Citation *

Procurement Authority Citation Comment *

Special Procurement/Exemption

- **Renewal Option** – Enter any renewal option information you would like to keep here.
- **Warranty** – Enter warranty information here.
- **FOB** – Select the appropriate Freight on Board description.
- **Freight/Surcharge if minimum order value not met** – Enter as appropriate.
- **Delivery Comments** – Enter as appropriate.
- **Delivery Requirements** – This defaults to “30 days after purchase order is issued”. If desired, you may choose a different option from the dropdown.
- **Best Value Analysis** – Enter as appropriate.
- **Return Policy** – Describe the return policy for the contract items. You can enter “N/A” if the contract is for services and there is no return policy.
- **Procurement Authority Citation** – Indicate where your procurement authority for this contract comes from.
- **Procurement Authority Citation Comment** – Cite the actual rule, etc which gives you your procurement authority.
- **Special Procurement/Exemption** – If this award was the result of a special procurement or exemption, please indicate this by choosing from the dropdown.

Special Procurement/Exemption Citation		<input type="text"/>
Contract Filed At	*	<input type="text" value="v"/>
Does your agency have union representation?	*	<input type="radio"/> Yes <input type="radio"/> No
Have you met the requirements of the union contracting out language?	*	<input type="radio"/> Yes <input type="radio"/> No
Explain Opportunity Process used	*	<input type="text"/>
PSK Justification: Explain why this agency cannot do the work	*	<input type="text"/>
Assigned Mentor		<input type="text"/>
DOJ Attorney Assigned		<input type="text"/>

- **Special Procurement/Exemption Citation** – If this award was the result of a special procurement or exemption, please cite the procurement or exemption number here.
- **Contract Filed At** – How you populate this field is extremely important. It controls which agency will be able to make changes to the documents within the master file going forward. Please indicate whether DAS SPO or the Agency will maintain control of the procurement file going forward.
- **Union Representation and PSK Justification questions** – Based on the type of contract you are creating, you may see these questions on the More Information screen. Answer as appropriate based on the process used.
- **Assigned Mentor** – If you worked with a mentor during this procurement and would like to note this, enter the mentor’s name here.
- **DOJ Assigned Attorney** – If you would like to track which DOJ attorney you worked with on this procurement, list it here.

Click **Next** to save and continue.

Financial Data – This is an optional area where you could track accounting numbers if desired. Click **Next** to save and continue.

Financial Data

Agency No.	Year	Index	PCA	Object	Agency Object	Grant	Grant Phase	Project	Project Phase	Percent	Delete
<input type="text"/>											

* indicates a required field Top

Item – The information you entered on the bid should be in the Items area already, but you have the ability to add others here. If you want to add an item, enter a search keyword or code and click on the appropriate commodity in the results list. This will move the commodity to the right side of the screen, where you can then enter a Quantity, Unit of Measure (UOM), Unit Price, and Description. Click **Next** to save and continue once you finish adding items.

Item

Item Source:

Item Number: 2 Item Code: *

Quantity: * UOM: *

Unit Price:

Description: *

* indicates a required field

Search here, and select commodities to pull them over to the right side of the screen. Click Submit/Next to add more items, or Next to continue with the award creation process.

Rapid Item Entry – This is an OPTIONAL screen that allows you to enter in additional contract items if you already know the NIGP commodity code.

Rapid Item Entry

? This OPTIONAL tool allows you to quickly enter additional items to your document by entering the NIGP code for the item and the quantity needed. You may skip this page if it is not applicable.

Item #	NIGP Code	Quantity
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

Supplier Insurance – If you want ORPIN to track the supplier’s insurance, you can enter an Expiration Date (click on the calendar icon to choose the date) and then choose the insurance type from the dropdown. If you do not want ORPIN to track the insurance, check the box titled “Insurance is Not Required”. Click **Next** to save and continue once you finish adding items.

Supplier Insurance

Insurance Is Not Required
Please select this entry if insurance is not required or if insurance is not tracked through the ORPIN system.

Insurance Is Not Required ** **Check this box if you do not want ORPIN to track the supplier insurance for you. Otherwise, fill out the information below for each insurance type.**

Insurance Information
Please provide the expiration date of the insurance and select the type of insurance from the drop down list.

Insurance Expiration Date **

(mm/dd/yyyy)

Insurance Expiration Date >> **

(mm/dd/yyyy)

Insurance Expiration **

(mm/dd/yyyy)

Supplier Identification – You are required to enter either a Federal Tax ID number (FIN) or Social Security Number (SSN). It is HIGHLY recommended to use FIN whenever possible; however if the SSN must be used ORPIN does encrypt this information for security purposes. Click **Next** to save and continue.

Attachments – Load any attachments that you would like to post on the contract file by entering an Attachment Title and then clicking the Browse button to locate the file on your computer. For example, you may choose to upload a copy of the actual contract document (be sure to black out or remove any personal identification numbers or other confidential information- remember all suppliers and internal agency users can view contract attachments), specific ordering instructions, etc. Click **Next** to save and continue once you finish adding attachments.

Commodity Match – This is an area for you to enter additional commodities as a cross-reference when people do searches for contracts. It is an optional page. You may choose to search for additional commodities or hit the **Next** button to continue.

Existing Entries	Refer Id	Description	Delete
1	952-44	Fire Fighting and Prevention	<input type="checkbox"/>

Comments – Enter information about the contract here in the comments sections. These will show up on the front of the ORPIN document above and below the items section.

Comments

Comments can be added and maintained. Mandatory comments cannot be deleted.

	Type		Delete
1	Header Comments		<input type="button" value="Add"/>
2	Trailer Comments		<input type="button" value="Add"/>

* indicates a required field

Top

- **Header Comments** – Enter language that should show up in the header section of the Award Summary contract document in ORPIN. Click **Next** to save and continue.
- **Trailer Comments** - Enter language that should show up in the Trailer Comments section of the contract document in ORPIN. A suggested use of this area would be to add keywords that would help to find the contract during a user search.

Click **Finish** to save and complete your data entry.

Now in order for you to publish your contract, you must process it through the workflow. Begin by clicking **Complete Step (Creation)** in the menu bar.

- Add to 'Contract List'
- Close
- Print (HTML)
- View PDF
- Refresh
- Help Desk
- [Complete Step \(Creation\)](#)
- [Maintain](#)

Award Summary
Agreement to Agree
Fire Extinguishers
(Train)

Supplier Address
ORPIN OAC Test Acct
123 Main Street
Salem, Oregon
97302

Contact Primary Contact
Phone 1 (999) 555-1212
Fax
Email primarycontact@test.test

ORPIN
Oregon Procurement Information Network

Draft

Contract #
ODFW-1000-16

Opportunity #
ODFW-1008-16

Contract Start Date
08/26/2015

Expiration Date
09/30/2015

Supplier Number
34722

All dates are mm/dd/yyyy

*If your opportunity is missing any required information, you will receive an “Integrity Check Failed” message outlining what is missing. Click on the underlined location and fill in the missing information. Once all of the information is populated, you can click on **Complete Step (Creation)** again.*

The next step in the workflow will display. Click the dropdown box and choose the name of the person who will process the next step. If you plan on completing the workflow yourself, choose your own name in the dropdown. *Note: Some steps in ORPIN are conditional based on the type of procurement and the dollar value so the workflow steps you see may vary based on the solicitation.*

Review/Approve

(Train)

Document Number: ODFW-1000-16 (DRAFT) **Control Number:** 1765856

Current Step: Creation **Submit**

Next Step: *

Person Responsible for Next Step: *

Comments:

Send email to person responsible for the document?

* Indicates a required field

Continue clicking on the **Complete Step** button until you have issued the document or assigned it to someone else to complete. Once the contract has been issued, the “Draft” watermark will disappear.

Entering Direct Awards:

Click on **Create Documents** in the menu bar and click on **Create an Award / Report ORS190**.

Create Documents

(Train)

? **Create a Special Request**
Create a Special Request (Delegation, Special Procurement, Sole Source, Other Special Request) and send to DAS PS for processing

? **Create a Purchase Request**
Create a Purchase Request

? **Create an Award/Report ORS 190**
Create Price Agreement, Agreement to Agree, or other Contract documents or Report an ORS 190 Activity

? **Create a Notice**
Create a variety of Notice postings including ORCPP Opportunity

? **Create an Opportunity**
Create and Post an Opportunity, including a Sole Source Notice

? **Create a Work Order**
Create a Work Order against an authorized Contract

Version Date: November 2018

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Discipline – Choose the radio button next to the most appropriate Discipline for the purchase. (See ORS 279A.010 for more information on definitions of Public Contracting Code.) Click **Next** to continue.

Create an Award/Report ORS 190

(Train)

? To start creating an Award, select the discipline from the list provided and press Next.

Discipline

Save to Profile:

? <input type="radio"/> A & E	? <input type="radio"/> Supplies IT
? <input type="radio"/> A & E Related Services	? <input type="radio"/> Supplies Non-IT
? <input type="radio"/> Ordinary Construction	? <input type="radio"/> Trade Services IT
? <input type="radio"/> ORS 190 (IGA)	? <input type="radio"/> Trade Services Non-IT
? <input type="radio"/> Personal Services IT	? <input type="radio"/> Transitional Personal Services Contract IT
? <input type="radio"/> Personal Services Non-IT	? <input type="radio"/> Transitional Personal Services Contract Non-IT
? <input type="radio"/> Public Improvement	

Award Type – Select the type of award you are going to create. Types will display based on the Discipline you selected in the previous step. Click on the radio button next to the appropriate type and click **Next** to continue.

Create an Award/Report ORS 190

(Train)

← Back

? Select the Award type from the list provided. The list contains Award types valid for the selected Discipline that you have privilege for. If there is an Award type that is not selectable in the list and you believe it should be, please contact your Administrator for assistance.

Award Type

Save to Profile:

? <input type="radio"/> Qualified Rehabilitation Facility (QRF) Create a QRF Contract
? <input type="radio"/> Sale by Agency of Supplies & Services Create a Sales Agreement
? <input type="radio"/> Agreement to Agree Create an Agreement to Agree
? <input type="radio"/> Trade Services Create a Trade Services
? <input type="radio"/> Emergency Post an Emergency Award

Organizations – Choose the Issued By and Issued For agencies from the dropdowns. Then click the **Supplier** button to locate the supplier you are awarding to.

Create an Award/Report ORS 190
(Train)

① Back

② Select the Organizations for the document. Issued By refers to the issuing organization. Issued For refers to the organization the document is intended for.

Organizations Next

Save to Profile:

Issued By: * ODFW - ASD 635000-Adm

Issued For: * ODFW - ASD 635000-Adm

Supplier: Find *

* indicates a required field

Top

Search for Supplier – Enter a piece of supplier information and click the **Search** button to locate the supplier.

Supplier Search The "Add Supplier" button only displays after you do a search for existing suppliers.

(Train)

Add Supplier View MWESB Suppliers View Disqualified Suppliers

Find Supplier ?

Supplier Name: x

Supplier ID:

Telephone: (area code/phone number)

Contact First Name:

Contact Last Name:

Search

Suppliers without a reference id cannot be selected.

1-30 / 757
1 2 3 4 5 ... 26

Next

Show Details

	Supplier	Reference ID	Status
1	A&L Pacific Professional Construction	40425	Registered
2	Accion Group & Boston Pacific Company, Inc.	20070	Registered

Enter New Suppliers – If the supplier you are awarding to is not in the system, you need to first perform the search (detailed in the previous step) and then the **Add Supplier** button will appear. This will allow you to build an account for the supplier if they are not previously registered in ORPIN.

Once you locate the correct supplier, click on their name and then hit **Next** to continue.

Additional Information – Validate the information on the screen, and then choose whether you want to issue the award for the current calendar year or the next calendar year. Also, indicate whether you want all items to be brought over onto the contract.

Additional Information

[Create](#)

Save to Profile:

Discipline: [Edit](#) Trade Services Non-IT

Document Type: [Edit](#) Agreement to Agree

Procurement Method: Awards/Agreements

Issued By: [Edit](#) 635000-Administration ODFW - ASD

Issued For: [Edit](#) 635000-Administration ODFW - ASD

Supplier: [Edit](#) 34722 ORPIN OAC Test Acct

Calendar Year: [?](#) * Previous Current Next

Click the **Continue** button to enter the Document Wizard and start the data entry process.

Create Document

(Train)

[Continue](#)

Document Created

Document Number: ODFW-1001-16
Control Number: 1765858

The initial document has been created. To continue setting up the document click on 'Continue'.

[View](#)

[Top](#)

Once you are in the Document Wizard, you will see all of the information screens listed down the left hand side of the window. Do not use these links to navigate from screen to screen, as doing so does not have an 'auto-save' feature so the information you type in will be lost. Instead, move from screen to screen by clicking either the **Back** or **Next** buttons along the top of the window.

1. Document Number
(Train)
Document Number: ODFW-1000-16 (DRAFT) Control Number: 1765856

1. Document Number
2. Supplier Address
3. Supplier Contact
4. Contract Administrator Address
5. Contract Administrator
6. Receiving Address
7. Receiving Address Contact
8. Document Information
9. More Information
10. Financial Data
11. Items
12. Rapid Item Entry
13. Supplier Insurance
14. Supplier Identification
15. Attachments
16. Commodity Match
17. Comments

Skip Back Save **Next** Finish

Document Number

? The document number is the reference number for the document/form.

No change permitted.

Document Number: * ODFW-1000-16

* indicates a required field

Top

Use these buttons...

...not these buttons.

Document Number – Based on your agency's settings, the Document Number will either auto generate or be available for you to enter. (This field is required.) Click **Next** to save and continue.

Skip Back Save **Next** Finish

Document Number

? The document number is the reference number for the document/form.

No change permitted.

Document Number: * ODFW-1000-16

* indicates a required field

Use these buttons...

Supplier Address – The supplier’s address information should auto-populate based on their supplier registration. Update if needed, and then click **Next** to save and continue.

Skip Back Save Next Finish

Supplier Address

ⓘ Please enter the appropriate information into the fields.

Search

Legal Business Name: ORPIN OAC Test Acct

Address 1: * 123 Main Street

Supplier Contact – The supplier’s contact information should auto-populate based on their supplier registration. Update if needed, and then click **Next** to save and continue.

Skip Back Save Next Finish

Supplier Contact

ⓘ Please enter the appropriate information into the fields.

Select contact

Select: Select contact

Contact Information

First Name: Primary

Last Name: * Contact

Contract Administrator Address - The agency information should auto-populate. Update if needed, and then click **Next** to save and continue.

Skip Back Save Next Finish

Contract Administrator Address

ⓘ Please enter the appropriate information into the fields.

Make the selected addresses below the same as the above address

Receiving Address

Search

Name: ODFW - ASD

Address 1: * 4034 Fairview Industrial Dr SE

Address 2:

Contract Administrator – Select the appropriate administrator from the dropdown list or use the Find button to look up the person. Click **Next** to save and continue.

Skip **Back** **Save** **Next** **Finish**

Contract Administrator

Please enter the appropriate information into the fields.

Select or Find Contact

Select: **

Find: **

Contact Information

Make the selected contact(s) below the same as the above contact

Receiving Address Contact

Attention: * Patty Laurie Whalen (OAC)

Title: Procurement and Contracts Specialist 2

	Country Code	Area Code	Number	Extn
Phone: *	<input type="text" value="1"/>	* <input type="text" value="999"/>	* <input type="text" value="947-6138"/>	<input type="text"/>
Fax:	<input type="text" value="1"/>	<input type="text" value="999"/>	<input type="text" value="947-6156"/>	<input type="text"/>

Email:

Receiving Address – This information should auto-populate. Update if needed, and then click **Next** to save and continue.

Skip **Back** **Save** **Next** **Finish**

Receiving Address

Please enter the appropriate information into the fields.

Make the selected addresses below the same as the above address

Contract Administrator Address

Name: ODFW - ASD

Address 1:

Address 2:

Address 3:

Address 4:

Receiving Address Contact – Select the person from the dropdown (or use the Find button to search for or enter a new person) to indicate who the contact person at the receiving address should be. Click **Next** to save and continue.

Skip **Back** **Save** **Next** **Finish**

Receiving Address Contact

ⓘ Please enter the appropriate information into the fields.

Select or Find Contact

Select:

Find:

Document Information - Populate fields listed below. (Required fields are indicated with an asterisk.)

Skip **Back** **Save** **Next** **Finish**

Document Information

Publish Date (if later than issued date) ⓘ (mm/dd/yyyy)

Contract Start Date * ⓘ (mm/dd/yyyy)

Expiration Date * ⓘ (mm/dd/yyyy)

Maximum Contract Term ⓘ (mm/dd/yyyy)

Minimum Amount

Estimated Contract Value *

- **Publish Date (if later than issued date)** – This is an OPTIONAL field. Only populate this field if you want the contract to be published to ORPIN users at a later date/time from when you issue it. If this field is populated, the contract will not appear on reports or in contract search results until the publish date/time has passed.
- **Contract Start Date** – Click the calendar icon to the right of the empty field to select a start date.
- **Expiration Date** – Click the calendar icon to the left of the empty field to select an expiration date.
- **Maximum Contract Term** – This is an optional field, but if you would like to indicate a maximum contract term date, click the calendar icon to the left of the empty field to select the date.
- **Estimated Contract Value** – Enter your best estimation of the total contract value in whole numbers.

Currency and Rate	<input type="text" value="1"/> <input type="text" value="US Dollars"/>
Document Title	* <input type="text" value="Fire Extinguishers"/>
Payment Terms	* <input type="text" value="Net 45"/>
Payment Terms Comments	<input type="text"/>
Work Order Information	
Award allows Work Orders?	* <input checked="" type="radio"/> Yes <input type="radio"/> No
Minimum Amt per Work Order (\$)	<input type="text"/>
Maximum Amt per Work Order (\$)	<input type="text"/>
Minimum Order Info	* <input type="text"/>
Other Settings	
Preference	<input type="text"/>
Preference Cost	<input type="text"/>

- **Currency and Rate** – These fields auto-populate and should be left as is.
- **Document Title** – Enter a title for the contract.
- **Payment Terms** – This defaults to Net 45, but you may change this if desired.
- **Payment Terms Comments** – Provide additional payment term details if needed.
- **Award allows Work Orders?** – This field only shows up on certain document types. If this is showing, please indicate whether the award should allow for Work Orders to be created against it.
- **Minimum Amt per Work Order (\$)** – This is an optional field that can be used to indicate if there is a minimum dollar value per work order.
- **Maximum Amt per Work Order (\$)** – This is an option field that can be used to indicate if there is a maximum dollar value per work order.
- **Minimum Order** – If there are minimum order requirements, indicate this here. If not, enter “N/A”.
- **Preference** – If Reciprocal Preference applies, choose it from the dropdown.
- **Preference Cost** – This optional field can be used to give additional detail about the cost of any applied preference to the award.

Administrative Fee (%)	<input type="text"/>
Administrative Fee (\$)	<input type="text"/>
Total Administrative Fee	<input type="text"/>
Vendor Collected Administrative Fee	<input type="text"/> <input type="text"/>
Number of days prior to contract Expiration to notify Buyer	<input type="text" value="180"/>
Number of days prior to insurance Expiration to notify Buyer	<input type="text" value="30"/>
Resident Bidder	* <input checked="" type="radio"/> Yes <input type="radio"/> No
Maximum # of Items to display in Item Block	<input type="text"/>

- **Administrative Fee (%)** – If the contract has VCAF and it is calculated by percentage, enter the VCAF percent here.
- **Administrative Fee (\$)** – If the contract has VCAF and it is a flat dollar amount, enter the VCAF amount here.
- **Total Administrative Fee** – Leave this field blank.
- **Vendor Collected Administrative Fee** – Leave this field blank.
- **Number of days prior to contract Expiration to notify Buyer** – Indicate when you would like to receive a contract expiration notice email. It defaults to 60 days.
- **Number of days prior to insurance Expiration to notify Buyer** – Indicate when you would like to receive a contract insurance expiration notice email. It defaults to 30 days.
- **Resident Bidder** – This field should auto-generate based on what was entered on the supplier’s bid response. Confirm that setting is correct.
- **Maximum # of Items to display in Item Block** – Leave this field blank.

Click **Next** to save and continue.

More Information - Populate fields listed below. (Required fields are indicated with an asterisk.)

<input type="button" value="Skip"/>	<input type="button" value="Back"/>	<input type="button" value="Save"/>	<input type="button" value="Next"/>	<input type="button" value="Finish"/>
More Information				
Mandatory or Convenience	*	<input type="text" value="Convenience Mandatory"/>		
Renewal Option		<input type="text"/>		

- **Mandatory or Convenience** – Indicate whether the contract is mandatory for use or a convenience. Refer to OAR 125-247-0296 for more information.

More Information

Mandatory or Convenience *

Renewal Option

Warranty *

FOB 

Freight / Surcharge if minimum order value not met

Delivery Comments

Delivery Requirements *

Best Value Analysis

Return Policy *

Procurement Authority Citation *

Procurement Authority Citation Comment *

Special Procurement/Exemption

- **Renewal Option** – Enter any renewal option information you would like to keep here.
- **Warranty** – Enter warranty information here.
- **FOB** – Select the appropriate Freight on Board description.
- **Freight/Surcharge if minimum order value not met** – Enter as appropriate.
- **Delivery Comments** – Enter as appropriate.
- **Delivery Requirements** – This defaults to “30 days after purchase order is issued”. If desired, you may choose a different option from the dropdown.
- **Best Value Analysis** – Enter as appropriate.
- **Return Policy** – Describe the return policy for the contract items. You can enter “N/A” if the contract is for services and there is no return policy.
- **Procurement Authority Citation** – Indicate where your procurement authority for this contract comes from.
- **Procurement Authority Citation Comment** – Cite the actual rule, etc which gives you your procurement authority.
- **Special Procurement/Exemption** – If this award was the result of a special procurement or exemption, please indicate this by choosing from the dropdown.

Special Procurement/Exemption Citation	
Contract Filed At	* <input type="text" value="v"/>
Does your agency have union representation?	* <input type="radio"/> Yes <input type="radio"/> No
Have you met the requirements of the union contracting out language?	* <input type="radio"/> Yes <input type="radio"/> No
Explain Opportunity Process used	* <input type="text"/>
PSK Justification: Explain why this agency cannot do the work	* <input type="text"/>
Assigned Mentor	<input type="text"/>
DOJ Attorney Assigned	<input type="text"/>

- **Special Procurement/Exemption Citation** – If this award was the result of a special procurement or exemption, please cite the procurement or exemption number here.
- **Contract Filed At** – How you populate this field is extremely important. It controls which agency will be able to make changes to the documents within the master file going forward. Please indicate whether DAS or the Agency will maintain control of the procurement file going forward.
- **Union Representation and PSK Justification questions** – Based on the type of contract you are creating, you may see these questions on the More Information screen. Answer as appropriate based on the process used.
- **Assigned Mentor** – If you worked with a mentor during this procurement and would like to note this, enter the mentor’s name here.
- **DOJ Assigned Attorney** – If you would like to track which DOJ attorney you worked with on this procurement, list it here.

Click **Next** to save and continue.

Financial Data – This is an optional area where you could track accounting numbers if desired. Click **Next** to save and continue.

Item –To add an item, enter a search keyword or code and click on the appropriate commodity in the results list. This will move the commodity to the right side of the screen, where you can then enter a Quantity, Unit of Measure (UOM), Unit Price, and Description. Click **Next** to save and continue once you finish adding items.

Search here, and select commodities to pull them over to the right side of the screen. Click Submit/Next to add more items, or Next to continue with the award creation process.

Rapid Item Entry – This is an OPTIONAL screen that allows you to enter in additional contract items if you already know the NIGP commodity code.

Rapid Item Entry

? This OPTIONAL tool allows you to quickly enter additional items to your document by entering the NIGP code for the item and the quantity needed. You may skip this page if it is not applicable.

Item #	NIGP Code	Quantity
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

Supplier Insurance – If you want ORPIN to track the supplier’s insurance, you can enter an Expiration Date (click on the calendar icon to choose the date) and then choose the insurance type from the dropdown. If you do not want ORPIN to track the insurance, check the box titled “Insurance is Not Required”. Click **Next** to save and continue once you finish adding items.

Supplier Insurance

Insurance Is Not Required
Please select this entry if insurance is not required or if insurance is not tracked through the ORPIN system.

Insurance Is Not Required **Check this box if you do not want ORPIN to track the supplier insurance for you. Otherwise, fill out the information below for each insurance type.**

Insurance Information
Please provide the expiration date of the insurance and select the type of insurance from the drop down list.

Insurance Expiration Date

Insurance Expiration Date >>

Insurance Expiration

Supplier Identification – You are required to enter either a Federal Tax ID number (FIN) or Social Security Number (SSN). It is HIGHLY recommended to use FIN whenever possible; however if the SSN must be used ORPIN does encrypt this information for security purposes. Click **Next** to save and continue.

Attachments – Load any attachments that you would like to post on the contract file by entering an Attachment Title and then clicking the Browse button to locate the file on your computer. For example, you may choose to upload a copy of the actual contract document (be sure to black out or remove any personal identification numbers or other confidential information- remember all suppliers and internal agency users can view contract attachments), specific ordering instructions, etc. Click **Next** to save and continue once you finish adding attachments.

Commodity Match – This is an area for you to enter additional commodities as a cross-reference when people do searches for contracts. It is an optional page. You may choose to search for additional commodities or hit the **Next** button to continue.

	Refer Id	Description	Delete
1	952-44	Fire Fighting and Prevention	<input type="checkbox"/>

Comments – Enter information about the contract here in the comments sections. These will show up on the front of the ORPIN document above and below the items section.

Comments

Comments can be added and maintained. Mandatory comments cannot be deleted.

	Type		Delete
1	Header Comments		<input type="button" value="Add"/>
2	Trailer Comments		<input type="button" value="Add"/>

* indicates a required field

Top

- **Header Comments** – Enter language that should show up in the header section of the Award Summary contract document in ORPIN. Click **Next** to save and continue.
- **Trailer Comments** - Enter language that should show up in the Trailer Comments section of the contract document in ORPIN. A suggested use of this area would be to add keywords that would help to find the contract during a user search.

Click **Finish** to save and complete your data entry.

Now in order for you to publish your contract, you must process it through the workflow. Begin by clicking **Complete Step (Creation)** in the menu bar.

- Add to 'Contract List'
- Close
- Print (HTML)
- View PDF
- Refresh
- Help Desk
- [Complete Step \(Creation\)](#)
- Maintain

Award Summary
Agreement to Agree
Fire Extinguishers
(Train)

Supplier Address
ORPIN OAC Test Acct
123 Main Street
Salem, Oregon
97302

Contact Primary Contact
Phone 1 (999) 555-1212
Fax
Email primarycontact@test.test

ORPIN
Oregon Procurement Information Network

Draft

Contract #
ODFW-1000-16

Opportunity #
ODFW-1008-16

Contract Start Date
08/26/2015

Expiration Date
09/30/2015

Supplier Number
34722

All dates are mm/dd/yyyy

*If your opportunity is missing any required information, you will receive an “Integrity Check Failed” message outlining what is missing. Click on the underlined location and fill in the missing information. Once all of the information is populated, you can click on **Complete Step (Creation)** again.*

The next step in the workflow will display. Click the dropdown box and choose the name of the person who will process the next step. If you plan on completing the workflow yourself, choose your own name in the dropdown. *Note: Some steps in ORPIN are conditional based on the type of procurement and the dollar value so the workflow steps you see may vary based on the solicitation.*

Review/Approve

(Train)

Document Number: ODFW-1000-16 (DRAFT) **Control Number:** 1765856

Current Step: Creation **Submit**

Next Step: *

Person Responsible for Next Step: *

Comments:

Send email to person responsible for the document?

* Indicates a required field

Assign the next workflow step to the correct person. If you want to notify them via email, check here.

Continue clicking on the **Complete Step** button until you have issued the document or assigned it to someone else to complete. Once the contract has been issued, the “Draft” watermark will disappear.

VII. Entering ORS190 Agreements:

Click on **Create Documents** in the menu bar and click on **Create an Award / Report ORS190**.

Create Documents

(Train)

<p>? Create a Special Request Create a Special Request (Delegation, Special Procurement, Sole Source, Other Special Request) and send to DAS PS for processing</p>	<p>? Create a Notice Create a variety of Notice postings including ORCPP Opportunity</p>
<p>? Create a Purchase Request Create a Purchase Request</p>	<p>? Create an Opportunity Create and Post an Opportunity, including a Sole Source Notice</p>
<p>? Create an Award/Report ORS 190 Create Price Agreement, Agreement to Agree, or other Contract documents or Report an ORS 190 Activity</p>	<p>? Create a Work Order Create a Work Order against an authorized Contract</p>

Discipline – Select the radio button by “ORS 190 (IGA)” and click **Next** to continue.

Create an Award/Report ORS 190
(Train)

1 ? To start creating an Award, select the discipline from the list provided and press Next.

Discipline **Next**

Save to Profile:

<input type="radio"/> ? A & E	<input type="radio"/> ? Supplies IT
<input type="radio"/> ? A & E Related Services	<input type="radio"/> ? Supplies Non-IT
<input type="radio"/> ? Ordinary Construction	<input type="radio"/> ? Trade Services IT
<input type="radio"/> ? ORS 190 (IGA)	<input type="radio"/> ? Trade Services Non-IT
<input type="radio"/> ? Personal Services IT	<input type="radio"/> ? Transitional Personal Services Contract IT

Organizations – Choose the Issued By and Issued For agencies from the dropdowns. Click the Find button to locate the agency you are entering into an agreement with.

Create an Award/Report ORS 190
(Train)

1 ? **Back**

2 ? Select the Organizations for the document. Issued By refers to the issuing organization. Issued For refers to the organization the document is intended for.

Organizations **Next**

Save to Profile:

Issued By: * ODFW - ASD 635000-Adm

Issued For: * ODFW - ASD 635000-Adm

Agency: *

Enter the agency’s name and click the Search button to locate them. If the agency you are awarding to is not in the system, you need to request that they be built. Send an email to the ORPIN Help Desk at info.orpin@oregon.gov requesting that they build the agency in ORPIN. They will need the agency’s name, address, and federal tax id number (if available).

Find Organization ?

Organization Name:

Organization ID:

Search

Once you have located the agency that you are going into the agreement with, click **Next** to continue.

Create an Award/Report ORS 190

(Train)

[← Back](#)

? Select the Organizations for the document. Issued By refers to the issuing organization. Issued For refers to the organization the document is intended for.

Organizations

[Next](#)

Save to Profile:

Issued By: * ODFW - ASD 635000-Adm

Issued For: * ODFW - ASD 635000-Adm

Agency: [Find](#) * Portland Public Schools (ORCPP)

* indicates a required field

[Top](#)

Additional Information – Validate the information on the screen, and then choose the ORS 190 Agreement type from the dropdown.

Additional Information

[Create](#)

Save to Profile:

Discipline: [Edit](#) ORS 190 (IGA)

Document Type: Intergovernment Agreement (ORS190)

Procurement Method: Awards/Agreements

Issued By: [Edit](#) 635000-Administration ODFW - ASD

Issued For: [Edit](#) 635000-Administration ODFW - ASD

Agency: [Edit](#) P00210 Portland Public Schools (ORCPP)

Select Type: *

- Select Type
- Intergovernmental
- Interagency
- Interstate
- International/Tribal

Calendar Year: ? * Next

[Top](#)

At the bottom of the Additional Information page, indicate whether you want to issue the agreement for the current calendar year or the next calendar year. Click **Create** to continue.

Click the **Continue** button to transfer into the Document Wizard, which will help you fill out the necessary information on your agreement.

Create Document
(Train)

Continue

Document Created

Document Number:
Control Number: 1765859

The initial document has been created. To continue setting up the document click on 'Continue'.

View

Once you are in the Document Wizard, you will see all of the information screens listed down the left hand side of the window. Do not use these links to navigate from screen to screen, as doing so does not have an 'auto-save' feature so the information you type in will be lost. Instead, move from screen to screen by clicking either the **Back** or **Next** buttons along the top of the window.

1. Document Number
(Train)

Document Number: (DRAFT) **Control Number:** 1765859

Skip **Back** **Save** **Next** **Finish**

Document Number

? The document number is the reference number for the document form.

Document Number: * ODFW- [] -16

* indicates a required field

Top

1. **Document Number**

2. Secondary Organization Address

3. Secondary Organization Contact

4. Agreement Administrator Address

5. Agreement Administrator Contact

6. Primary Organization Address

7. Primary Organization Contact

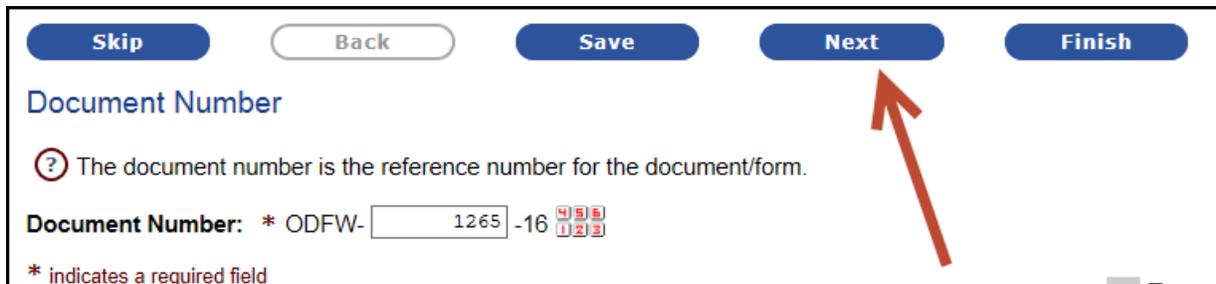
8. Issued For Contact

9. Document Information

Use these buttons...

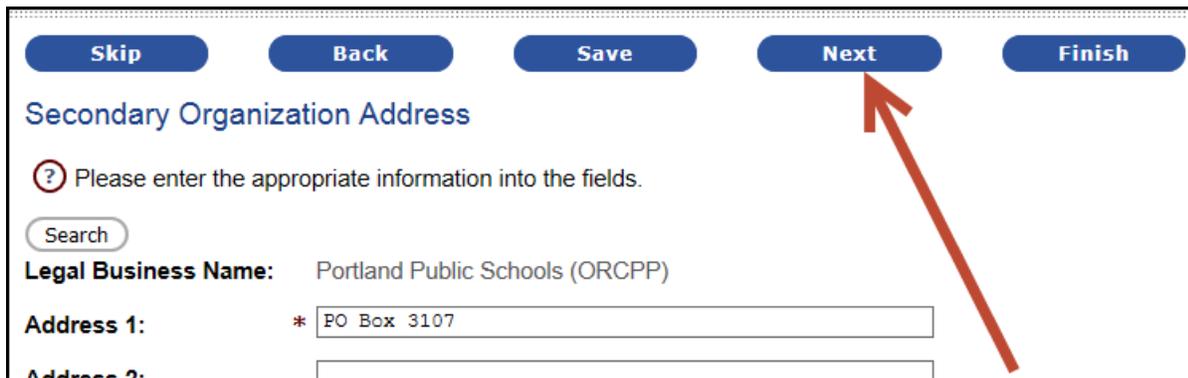
...not these buttons.

Document Number – Based on your agency’s settings, the Document Number will either auto generate or be available for you to enter. (This field is required.) Click **Next** to save and continue.



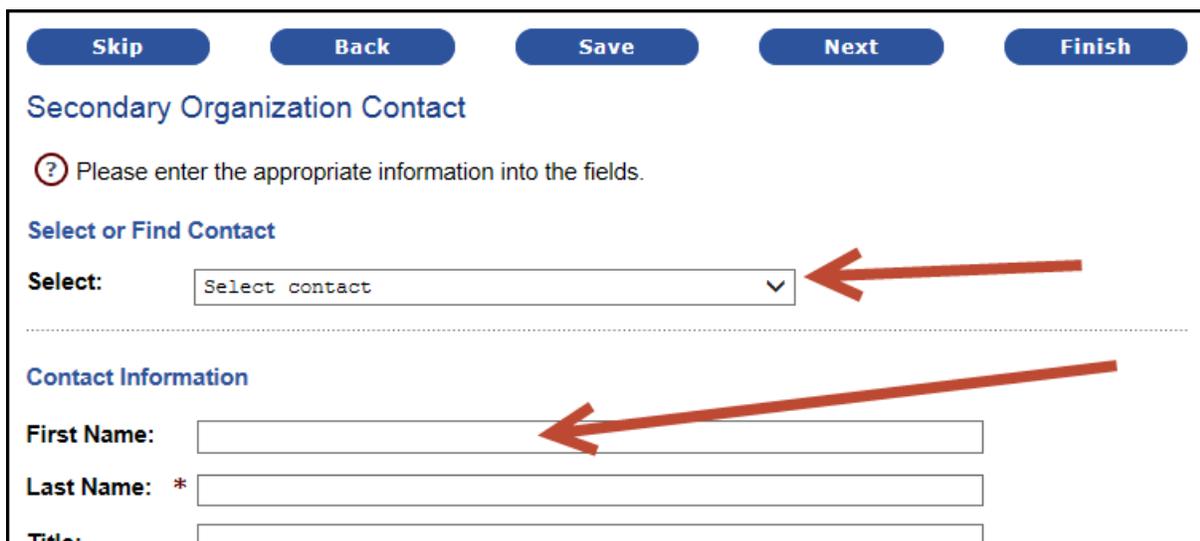
The screenshot shows a navigation bar with buttons for Skip, Back, Save, Next, and Finish. Below the navigation bar is the heading "Document Number" and a help icon with the text "The document number is the reference number for the document/form." A form field is labeled "Document Number: * ODFW-" followed by a text input containing "1265" and "-16" with a calendar icon. A red asterisk below the field indicates it is required. A red arrow points from the "Next" button to the "Document Number" field.

Secondary Organization Address – The address for the agency that you are going into agreement with should auto-populate based on their agency account. Update if needed, then click **Next** to save and continue.



The screenshot shows a navigation bar with buttons for Skip, Back, Save, Next, and Finish. Below the navigation bar is the heading "Secondary Organization Address" and a help icon with the text "Please enter the appropriate information into the fields." A "Search" button is present. The form field "Legal Business Name:" is populated with "Portland Public Schools (ORCPP)". The "Address 1:" field is populated with "PO Box 3107" and has a red asterisk indicating it is required. A red arrow points from the "Next" button to the "Address 1:" field.

Secondary Organization Contact – Available contacts for the agency you are going into agreement with should auto-populate in the dropdown. Select a contact or enter one in the fields below, then click **Next** to save and continue.



The screenshot shows a navigation bar with buttons for Skip, Back, Save, Next, and Finish. Below the navigation bar is the heading "Secondary Organization Contact" and a help icon with the text "Please enter the appropriate information into the fields." The section "Select or Find Contact" contains a "Select:" dropdown menu with "Select contact" and a downward arrow. A red arrow points from the "Next" button to this dropdown. Below this is the "Contact Information" section with fields for "First Name:", "Last Name: *" (with a red asterisk), and "Title:". A red arrow points from the "Next" button to the "First Name:" field.

Agreement Administrator Address - Your agency information should auto-populate. Update if needed, then click **Next** to save and continue.

Skip Back Save **Next** Finish

Agreement Administrator Address

? Please enter the appropriate information into the fields.

Make the selected addresses below the same as the above address

Primary Organization Address

Search

Name: ODFW - ASD

Address 1: * 4034 Fairview Industrial Dr SE

Address 2:

Agreement Administrator – Select the appropriate administrator from the dropdown list or use the Find tool to look up a user by name. (You will have the ability to add a new contact person if you cannot find them in the search results.) After you've located the contact person, click **Next** to save and continue.

Skip Back Save **Next** Finish

Agreement Administrator Contact

? Please enter the appropriate information into the fields.

Select or Find Contact

Select: ** Select contact

Find: ** Search for a Person

* indicates a required field

Top

Primary Organization Address – This information should auto-populate. Update if needed, then click **Next** to save and continue.

Skip Back Save **Next** Finish

Primary Organization Address

? Please enter the appropriate information into the fields.

Make the selected addresses below the same as the above address

Agreement Administrator Address

Search

Name: ODFW - ASD

Address 1: * 4034 Fairview Industrial Dr SE

Primary Organization Contact – Select the person from the dropdown (or enter a new person in the fields below) to indicate who the contact person at the Primary Organization should be. You can also use the Find tool to look up a user by name. (You will have the ability to add a new contact person if you cannot find them in the search results.) After you've located the contact person, click **Next** to save and continue.

Skip Back Save Next Finish

Primary Organization Contact

? Please enter the appropriate information into the fields.

Select or Find Contact

Select: ** Select contact

Find: ** Search for a Person

Issued For Contact – Select the person from the dropdown (or enter a new person in the fields below) to indicate who the contact person at the Issued For Agency should be. Click **Next** to save and continue.

Skip Back Save Next Finish

Issued For Contact

? Please enter the appropriate information into the fields.

Select or Find Contact

Select: Select contact

Find: Search for a Person

Contact Information

First Name:

Last Name: *

Title:

Phone: * Country Code * Area Code * Number Extn

Fax:

Email:

* indicates a required field

Top

Document Information - Populate fields listed below. (Required fields are indicated with an asterisk.)

Skip
Back
Save
Next
Finish

Document Information

Publish Date (if later than issued date)  (mm/dd/yyyy)

Agreement Start Date *  (mm/dd/yyyy)

Expiration Date *  (mm/dd/yyyy)

Maximum Agreement Term  (mm/dd/yyyy)

Minimum Amount

Agreement Value *

Currency and Rate 

Document Title *

Payment Terms *

Payment Terms Comments

- **Publish Date** – This is an optional field that can be used if the ORS190 should be published and visible to other users at a date/time later than when the document is issued in ORPIN.
- **Agreement Start Date** – Click the calendar icon to the right of the empty field to select a start date.
- **Expiration Date** – Click the calendar icon to the left of the empty field to select an expiration date.
- **Maximum Agreement Term** – This is an optional field, but if you would like to indicate a maximum agreement term date, click the calendar icon to the left of the empty field to select the date.
- **Minimum Amount** – This is an optional field than can be used to indicate if there is a minimum amount on the ORS190.
- **Agreement Value** – Enter your best estimation of the total agreement value in whole numbers. You may enter 0 if there are no dollars to be exchanged.
- **Currency and Rate** – These fields auto-populate and should be left as is.
- **Document Title** – Enter a title for the agreement.
- **Payment Terms** – This defaults to Net 45, but you may change this if desired.
- **Payment Terms Comments** – Provide additional payment term details if needed.

Subject Matter *	<input type="text"/>
Work Order Information	
Minimum Amt per Work Order (\$)	<input type="text"/>
Maximum Amt per Work Order (\$)	<input type="text"/>
Minimum Order Info	<input type="text"/>
Other Settings	
Number of days prior to agreement expiration to notify Buyer	<input type="text" value="180"/> 
Maximum # of Items to display in Item Block	<input type="text"/>

- **Subject Matter** – Enter a description of what the agreement is for.
- **Minimum Amt per Work Order (\$)** – This field can be skipped.
- **Maximum Amt per Work Order (\$)** – This field can be skipped.
- **Minimum Order Info** – This field can be skipped.
- **Number of days prior to agreement Expiration to notify Buyer** – Indicate when you would like to receive an agreement expiration notice email. It defaults to 60 days.
- **Maximum # of Items to display in Item Block** – Leave this field blank.

Click **Next** to save and continue.

More Information - Populate fields listed below. (Required fields are indicated with an asterisk.)

More Information	
Delivery Requirements *	<input type="text"/>
FOB	<input type="text" value="v"/>
Delivery Comments	<input type="text"/>

- **Delivery Requirements** – Enter delivery requirements here. If there are none, type “N/A”.
- **FOB** – Select the appropriate Freight on Board description.
- **Delivery Comments** – Enter as appropriate.

Procurement Authority Citation	*	<input type="text"/>
Procurement Authority Citation Comment	*	<input type="text"/>
Special Procurement/Exemption		<input type="text"/>
Special Procurement/Exemption Citation		<input type="text"/>
Agreement Filed At	*	<input type="text"/>
Assigned Mentor		<input type="text"/>
DOJ Assigned Attorney		<input type="text"/>

- **Procurement Authority Citation** – Indicate where your procurement authority for this agreement comes from.
- **Procurement Authority Citation Comment** – Cite the actual rule, etc which gives you your agreement authority.
- **Special Procurement/Exemption** – If this agreement was the result of a special procurement or exemption, please indicate this by choosing from the dropdown.
- **Special Procurement/Exemption Citation** – If this agreement was the result of a special procurement or exemption, please cite the procurement or exemption number.
- **Agreement Filed At** – How you populate this field is extremely important. It controls which agency will be able to make changes to the documents within the master file going forward. Please indicate whether DAS SPO or the Agency will maintain control of the procurement file going forward.
- **Assigned Mentor** – If you worked with a mentor during this procurement and would like to note this, enter the mentor’s name here.
- **DOJ Assigned Attorney** – If you would like to track which DOJ attorney you worked with on this procurement, list it here.

Click **Next** to save and continue.

Financial Data – This is an optional area where you could track accounting numbers if desired. Click **Next** to save and continue.

Financial Data											
Agency No.	Year	Index	PCA	Object	Agency Object	Grant	Grant Phase	Project	Project Phase	Percent	Delete
<input type="text"/>											

Attachments – Load any attachments that you would like to post on the agreement file by entering an Attachment Title and then clicking the Browse button to locate the file on your computer. For example, you may choose to upload a copy of the actual signed agreement document (just remember all suppliers and internal agency users can view agreement attachments), specific ordering instructions, etc. **Next** to save and continue.

Supplier Insurance – Skip this page.

Comments – Use these areas to give details about what the ORS190 agreement is for. Header Comments will show toward the top of the page and Trailer Comments will show at the bottom.

Type	Delete
1 Header Comments	Add
2 Trailer Comments	Add

Header Comments – Enter language that should show up in the header section of the ORS190 Summary contract document in ORPIN.

Click **Finish** to save and continue.

In order for you to publish your agreement, you must process it through the workflow. Begin by clicking **Complete Step (Creation)** in the menu bar.

(ORS 190) Summary
Intergovernmental
Test ORS190
(Train)

ORPIN
Oregon Procurement Information Network

Agreement Administrator
ODFW - ASD
4034 Fairview Industrial Dr SE
Salem, Oregon
97302-1142

Contact Richard Carmichael
Phone 1 (999) 962-3777
Fax
Email richard.w.carmichael@stat
e.or.TEST

Draft

Agreement #
ODFW-1265-16

Agreement Start Date
08/25/2015

Expiration Date
08/28/2018

Agency Number
P00210

All dates are mm/dd/yyyy

Attachments Do Not Exist

If your ORS190 is missing any required information, you will receive an “Integrity Check Failed” message outlining what is missing. Click on the underlined location and fill in the missing information. Once all of the information is populated, you can click on **Complete Step (Creation)** again.

The next step in the workflow will display. Click the dropdown box and choose the name of the person who will process the next step. If you plan on completing the workflow yourself, choose your own name in the dropdown.

Review/Approve
(Train)

Document Number: ODFW-1265-16 (DRAFT) **Control Number:** 1765859

Current Step: Creation **Submit**

Next Step: * AG Proposed Contract Review/Approval

Person Responsible for Next Step: *

Comments:

Send email to person responsible for the document?

* Indicates a required field

Continue clicking on the **Complete Step** button until you have issued the document or assigned it to someone else to complete. When the agreement is issued, the Draft watermark will disappear from the front of the document.