

STUDENT REGISTRATION: ORPIN FULL SYSTEM TRAINING

Date: October 21, 2009

Time: 8:30 am – 4:30 pm

Location: DAS State Procurement Office
1225 Ferry Street SE
Salem, OR 97301
Mt. Hood Lab (Basement)

Training Cost:
\$ 125.00 Per Person

Class Size Limit: 18

Who Should Attend	Course Objectives
<ul style="list-style-type: none"> Contract Assistants, PC1, PC2 and PC3 	<ul style="list-style-type: none"> Create, issue, and progress a PR to an Opportunity and then to Award. Learn the efficiencies of ORPIN's E-bidding feature Create an amendment to a contract Enter Manual bids Using the Report feature in ORPIN

REGISTRATION INFORMATION

First Name	Middle Initial	Last Name
Agency Name		Division Name
Agency Address		
Agency City	Agency State	Agency Zip/Postal Code
Work Phone Number	Work Fax Number	Work Email Address
Agency Director's Name:		Direct Supervisor's Name:
Accounts Payable Contact:		Payables Phone Number:

PAYMENT METHOD

<input type="checkbox"/> Check# _____ Payable To: DAS Procurement Training Unit	Accounts Payable Contact: _____
<input type="checkbox"/> Electronic Transfer BT# _____	Payable Phone Number: _____
Agency# _____	PCA# 80142 AOBJ# 1010 T-Code 722/723 Project Phase # 801160 16
<input type="checkbox"/> Visa/MC# _____ - _____ - _____ Expires: _____ Name on Card: _____	

Return Completed Registration form with payment to:
DAS State Procurement Training Unit, 1225 Ferry Street SE, U140 Salem OR 97301 or FAX (503) 373-1626