

## STUDENT REGISTRATION: ORPIN FULL SYSTEM TRAINING

Date:  January 11, 2009

Time: 8:30 am – 4:30 pm

Location: ODOT HRC (Human Resource Center), Suite B  
2775 19<sup>th</sup> St. SE (Off McGilchrist)  
Salem, OR

**Training Cost:**  
**7 points**  
**\$ 125.00 Per Person**

**Class Size Limit: 12**

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

### REGISTRATION INFORMATION

First Name	M.I.	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: _____ Payable Phone Number: _____
<input type="checkbox"/> INVOICE Agency Agency# _____	Agency Billing Address: _____ _____
PCA# 80142 AOBJ# 1010 T-Code 722/723 Project Phase # 801160 16	

<input type="checkbox"/> Visa/MC# _____ - _____ - _____ Expires: _____
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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

Name on Card: \_\_\_\_\_