

U.S. Department of Energy - Oak Ridge Office
Human Capital Assessment Group
Training Course Bulletin

Course Name: STRIPES REQUISITIONER

Course Number: 001777

Session Number: 0001 - September 10, 2008, 12:30-3:30
0002 - September 17, 2008, 8:30-11:30
0005 - September 17, 2008, 12:30-3:30
0003 - September 24, 2008, 8:30-11:30
0006 - September 24, 2008, 12:30-3:30
0004 - October 1, 2008, 8:30-11:30
0007 - October 1, 2008, 12:30-3:30

Description: In this course you will learn what your role is in STIPES and how to create an Advanced Procurement Plan (APP) in STRIPES, modify an APP, use the APP to create a requisition, create a requisition, create an EZ requisition, and create a requisition for Financial Assistance. It is highly recommended you complete the DOE Online Learning Center's <https://olc2.energy.gov> "STRIPES Navigation" and "STRIPES Initiating Procurement" courses before attending this course.

Prerequisite: Completion of the following I-Manage Data Warehouse simulations <http://crinfo.doe.gov/officedocs/cf40/home/STRIPESsimulations.htm> (Print and provide certificates of completion to Beth Holt, with a copy to Sharon Moore, AD-42):

- Getting Started in STRIPES
- Viewing Data in STRIPES
- Creating and Checking Notifications in STRIPES
- Creating Requisitions in STRIPES
- Creating and Routing Supporting Documents in STRIPES

Audience: All ORO Requisitioners

Instructors: Beth Holt and Sharon Moore

Date/Time(s): September 10, 12:30-3:30
September 17, 8:30-11:30 and 12:30-3:30
September 24, 8:30-11:30 and 12:30-3:30
October 1, 8:30-11:30 and 12:30-3:30

Location: Federal Office Building, Room B045

Slots: 12

Cost: No cost

Federal employees should access the HCAG homepage and forward a completed electronic

Training Request Form <http://www.ora.gov/tdd/tddreq.htm>.

For additional information, call (865) 576-1082.

(Bulletin No. 0820-824)

