

OregonBuys document or action	Oregon's use of document	Notes
Amendment (on a Bid)	<ul style="list-style-type: none"> Addenda Revision Intent to Award 	Agency will specify in the Amendment Note and Attachment name whether it is an addenda, revision, etc. Agency will create an amendment to post Intent to Award notice on Bid.
Available Date (on a Bid)		The date/time when the Bid will be made visible for Vendors to be able to respond, currently known as the "Published Date & Time" in ORPIN.
Award		Final step of Bid process where agency uses the Bid Tab to designate which vendor(s) are awarded the procurement.
Bid	<ul style="list-style-type: none"> Opportunity Notice 	RFP, ITB, Sole Source Notice, Request for Information, etc. Agency will specify type in Short Description field.
Bid Opening Date		The date/time when vendor responses will no longer be accepted, currently known as the "Closing Date & Time" in ORPIN.
Change Order	<ul style="list-style-type: none"> Contract Amendment Contract Revision Change Order 	Agency will specify in the Attachment name when uploading an amendment, revision, etc. There is also a field to note details of the change order.
Credit Memo		Document that creates a credit associated with a vendor that will be captured on a future invoice.
Description/Short Description	Field on every Document	Document title that will be visible in all searches/reports after being published. Recommend following Enterprise formatting guidance.
Direct Release		Set on the Master Blanket Purchase Order, this type of Release Requisition automatically creates a Release Purchase Order that is sent to the Vendor upon approval.
Document Statuses	<ul style="list-style-type: none"> In Progress Ready for Approval Returned Ready to Send Sent (Bid) Ready to Open (Bid) Opened Gone to Bid Gone to PO 	<ul style="list-style-type: none"> Draft Document Draft Document waiting for Approval Approval Denied; revise and resubmit as needed Approval Complete; document ready to post Document was Published/Issued Solicitation period is over, and the Quotes may be unlocked Bid Quotes have been unlocked and are available for review Requisition was progressed into a Bid Requisition or Bid was progressed into a PO
Informal Bidding		Process used when a good or service needed does not have an existing contract and does not meet the threshold for formal bidding.

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Invoice		Document requesting payment issued by a vendor to the purchaser of the good or service.
Master Blanket Purchase Order (MBPO)	<ul style="list-style-type: none"> Contract Price Agreement ORS190 	OregonBuys has one contract that multiple change orders can be issued against. It does not create separate versions of the contract with each change (this is different from ORPIN).
Open Market Purchase Order		Open Market Contract or Agreement.
Open Market Requisition	<ul style="list-style-type: none"> Includes DAS On-Behalf Of requests 	Any request for goods and/or services that are not on contract. This includes requests from agencies to DAS for services on their behalf or to request approval of a Special Request.
P-card (Purchasing card)		The equivalent of a SPOTS card.
Purchase Order	See also Release Requisition	Purchase order or work order against an existing price agreement/contract.
Quote	<ul style="list-style-type: none"> Vendor response to Bid. Proposals for Services are also Quotes. 	Vendors can submit quotes electronically through OregonBuys or send hard copies to agency and then the buyer enters it into system for tracking purposes.
Receipt		Document that acknowledges that a good has been received or a service has been rendered.
Release Requisition	See also Purchase Order	Purchase order or work order against an existing price agreement/contract.
Request for Payment Authorization (RPA) Requisition		Document that requests payment for purchases of goods or services after the fact. RPA requisitions are used for specific instances only.
Requisition		An internal agency request for goods or services.
Restricted Bid		A bid that's only visible to vendors who are added to the Bidders tab of the Bid document (similar to using the "Invite Only" option in ORPIN).
Return		Document that acknowledges that a good has been returned at the time of receiving.
Standard Release		Set on the Master Blanket Purchase Order, this type of Release Requisition requires a Basic Purchasing user to convert the Release Requisition to a Release Purchase Order before it is sent to the Vendor.
Terms and Categories	<ul style="list-style-type: none"> Vendor COBID Data 	COBID Certifications for the selected Vendor. Automatically populated through a daily interface from the COBID Vendor Directory.

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Unrestricted Bid		A bid that's publicly available for viewing/responses.