Dear Wave 3 Project Coordinators and SPOCS,

We just recently learned that agencies may need to contact some of the suppliers who have punchouts in OregonBuys to be able to purchase from them through the system. The affected punchouts are Grainger, Lowes, and ODP Business Solutions, LLC.

If your agency plans to purchase from any of these specific suppliers after Go-live, you must take action by sending an email to the supplier with the information shown below. These punchouts won’t work for your agency until the action is taken:

|  |  |  |
| --- | --- | --- |
| **Grainger**Email: aaron.boock@grainger.com alicia.brown@grainger.com  | **Lowes**Email: customeronboarding@lowes.com | **ODP Business Solutions, LLC.**Email: thomas.burns@odpbusiness.com |
| Access the punchout site via OregonBuys and take a screenshot of the error message (example shown below). Send the screenshot in an email to the Grainger account managers listed above. | 1. Name of Agency or Department
2. Address of the physical location or office of agency
3. Agency phone number
4. Point of contact at the agency
5. The delivery address (if you were to receive deliveries, where would they need to deliver to -- this might be different than office address)
6. Federal Tax ID number
7. Accounts payable name and email
8. Email address for invoices and statements
 | 1. Accounts Payable Name
2. AP phone number
3. AP email
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We apologize for the last-minute task. Please bring any questions to the Core Team meeting on Monday, September 18.

Thank you for understanding,

Adam Helvey