How to Access and Acknowledge Purchase Orders in OregonBuys

- Access Purchase Orders (PO) in OregonBuys
- Acknowledge Purchase Orders (PO) in OregonBuys

Purchase Orders are sent to suppliers through OregonBuys and are found in the Purchase Orders / Change Orders (Un-Acknowledge) section of the PO tab. These documents require review & acknowledgment based on the buyer’s request.

Only users with Seller privileges can acknowledge a purchase order in OregonBuys. These instructions assume the logged in user has Seller credentials.

**Step 1: Launching OregonBuys**

1. Enter the uniform resource locator (URL) address for OregonBuys (https://oregonbuys.gov) in your browser.
2. Click on the Sign In button once the OregonBuys landing page displays.
3. Enter your Login ID and Password and click Sign In.

![Sign In](https://example.com/sign_in.png)

**Step 2: Accessing Purchase Orders**

1. From the Homepage click on the PO tab to view purchase orders that have been sent to your company.

![Purchase Orders](https://example.com/purchase_orders.png)

**Step 3: Opening Purchase Orders**

1. Click on the hyperlinked Purchase Order # within the Purchase Orders / Change Orders (Un-Acknowledge) section.
Step 4: Acknowledging Purchase Orders

1. Check the first box to acknowledge receipt of the purchase order.
2. Check the second box to notify the buyer of the purchase order receipt.
3. Click the Proceed button to continue.

NOTE: Checking-off these two (2) boxes sends a confirmation email to the buyer with notification that the seller has received the PO.

Step 5: Reviewing Purchase Orders

1. Review the Summary tab for the relevant information pertaining to the purchase order such as the products/services ordered and shipping information.
2. Click the Print button at the bottom of the page to print a PDF copy of the purchase order.

Be sure to review the Attachments tab for Terms and Conditions and any other applicable attachments.