**Q&A from OregonBuys January Small Agency Forum**

**Oregon State Bar Building in Tigard**

**Will ORS 190s be posted in OregonBuys?**

This decision is yet to be determined - we’ll share more information as soon as we know it.

**How does OregonBuys deal with commodity codes?**

OregonBuys uses NIGP 5-digit class structure commodity codes. There are several ways to search for these codes in OregonBuys.

**Currently we don’t issue purchase orders for small purchases like catering. Will this change in Phase 2 of OregonBuys?**

Yes – one of the main goals of OregonBuys is to track spend. To the degree practical, we’ll be moving many of the small purchases into OregonBuys and asking agencies to issue a purchase order.

**Will OregonBuys include a purchase order template?**

Purchase orders exist as electronic form fields within OregonBuys.

**Are the purchase orders in OregonBuys different from the paper purchase order templates that we currently use today? In addition, will it be faster to get approvals and process purchase orders in OregonBuys?**

What we think of today as filling out a purchase order in Word will be automated fields in OregonBuys. The system will also include automatic approval workflows, which will eliminate manual routing.

**Is there a cost to vendors or agencies to use OregonBuys?**

There is no cost to vendors or agencies.

**Will every employee have access to purchase orders?**

OregonBuys is a permission-based system. When your agency goes through their wave in Phase 2, your agency will provide a list of who needs access to the system.

**How do vendors register in OregonBuys so that we can issue a purchase order to them?**

Vendors register through the OregonBuys website and it takes approximately two minutes to complete. Periscope is currently conducting outreach to vendors, but we’ll also need buyers to help get their vendors registered as we transition to Phase 2.

**Is the project getting any push back from vendors?**

The last vendor registration email campaign saw 60% open rates and 40% click thru rates. The reality is that if vendors want to do business with the state of Oregon they will want to register. Vendors are also looking forward to a more modern system.

**Will COBID certified vendors be more searchable once registered in OregonBuys?**

Yes – there is also functionality in OregonBuys that allows COBID vendors to be more viewable to other states/entities.

**Do vendors have to register separately to do business with each agency?**

No – there is one vendor pool in OregonBuys and once a vendor registers they then become available to all agencies.

**Will office supply purchases go through OregonBuys?**

Yes - There will be a punch out in OregonBuys to statewide price agreement vendors so you won’t have to enter these orders in two places.

**Will all agency activities be searchable in OregonBuys?**

Yes, staff will be able to see what solicitations other agencies are posting in the system. This information is also searchable by members of the public.