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Subject: OregonBuys Next Steps
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Attachments: [Data Collection Kick-Off and Guidance.msg](#)
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Dear OregonBuys Organization Administrators (OAs),

As you may be aware, the OregonBuys project has moved into Phase II. This phase will release added procure-to-pay functionality to groups of agencies in a series of three waves. Your agency is in the first wave which lasts from now through the summer of 2022.

Phase II's expanded functionality includes agency requisitions (requests), purchase orders, and receiving & invoicing. As the OA, you will continue to play a critical role by managing your agency's Organization and by helping with a few important project tasks.

OA Data Collection:

The new system functionality means more staff are involved. So, to kick things off we need your help to collect and provide information on your agency's new Phase II users, departments, and locations.

Here's how this will work:

- Get the Data Collection template, and step-by-step instructions on how to complete it, by attending one or both of the Data Collection Kick-Off and Guidance Sessions: ICS attached for November 16 at 10 a.m., and November 18 at 2 p.m.
- Optional drop-in Data Collection Work Sessions are also being offered as a follow-up; in case you need help or have additional questions. Two ICS appointments are attached for weekly work sessions: Tuesdays (Nov 23 – Dec 14, from 10 to 11 a.m.), or Thursdays (Dec 2 – 9, from 2 to 3 p.m.)
- **Completed templates are due Dec 23** to oregonbuys.info@das.oregon.gov. Once received, we will batch upload the information into the system on your behalf.

OA Refresher Training:

We also want to share that we're holding a repeat OA Training session. This training is for those who want to brush up on creating custom columns, approval paths, etc. and for folks who are new to the OA role: this is a 6-hour training, held 2-hours per day for three days, November 30, December 1, and December 2 from 10 a.m. to noon. ICS attached.

Thank you for partnering with us on these efforts. Please reach out if you have any questions.