**Q&A from OregonBuys October Forum**

**Employment Department Auditorium**

**OregonBuys Marketplace has “kits” that groups items frequently purchased together. Can agencies create their own kits?**

Yes, the agency’s organization administrator can create agency specific kits.

**Will OregonBuys Marketplace catalog punch-outs include items that are on contract now?**

Yes, Periscope is working with vendors to build these punch-outs.

**How does OregonBuys Marketplace work if the vendor sells items that aren’t on contract?**

This is a policy decision that will be made in the future.

**What happens to requisitions after the cart is emptied in OregonBuys Marketplace?**

Requisitions go through an automated approval path that is determined by each agency during their implementation. The requisition automatically routes to the appropriate manager for approval as needed.

**Who will build agency approval paths?**

The agency’s organization administrator builds the approval paths with guidance from Periscope.

**How does OregonBuys Marketplace work with Services (vs. Goods) and written agreements?**

If there is a catalog agreement in place - at the requisition stage the buyer would stop and create the agreement and then upload it as an attachment into OregonBuys. Written agreements are done manually and uploaded into the system and then routed through the established automated approval process.

**Will DAS Publishing and Distribution be included in the OregonBuys Marketplace?**

We’re aware of their system and are looking at the possibility of adding their catalog as a punch-out.

**Are punch-out catalog items available for comparison in OregonBuys Marketplace?**

Some items may be available; however, this comparison is limited to the vendor’s website capabilities.

**Can a single user under one account have multiple roles?**

Yes, however you’d need to be thoughtful about the roles to ensure a separation of duties.

**When should process inventory be completed?**

General guidance for medium to large agencies is to complete the inventory by January. We’ll share more guidance with agencies once the project timeline is finalized.