



OREGONBUYS

PHASE 1 PROCESS, TERMS, AND ROLES

AGENDA

- OregonBuys benefits
- Procurement process in OregonBuys
- Some new system terms
- System user roles

OREGONBUYS BENEFITS



Online
vendor
responses



Broader
distribution
of
Solicitations



Improved
audit trail



Able to
clone past
Solicitations



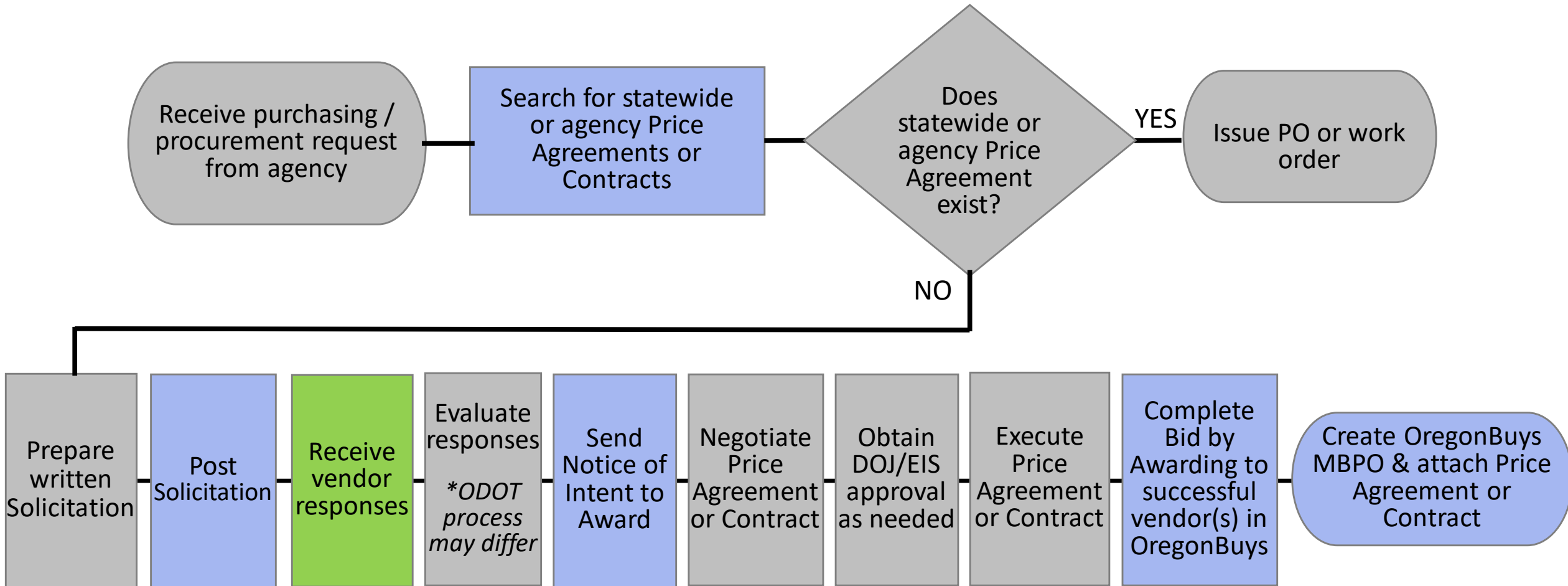
Electronic
management
of
Solicitations



Online
access
available
24/7

Automates manual processes

PHASE 1: PROCUREMENT PROCESS IN OREGONBUYS



Legend



No Change



System Change: ORPIN to OregonBuys



Automate manual process with OregonBuys

SIX NEW OREGONBUYS TERMS TO LEARN

OregonBuys Term	Description
Master Blanket Purchase Order (MBPO)	A Contract that allows for releases (i.e. price agreement, contracts that are ongoing, cross biennial, or those with renewal potential, etc.).
Open Market Requisition	A requisition used to by agencies to send requests to DAS for services on their behalf or to request approval of a Special Request.
Bid Solicitation	The document used in OregonBuys to issue Opportunities (RFP, ITB, RFQ, etc.) or Notices (informational, Intent to Participate, etc.)
Opening Date (on a Bid)	The date currently known as the “Closing” date in ORPIN.
Amendment	A formal change to an approved Bid Solicitation.
Change Order	A formal change to an approved MBPO or Purchase Order.

OREGONBUYS SYSTEM USER ROLES

Every OregonBuys user with login access must be assigned to a role. Roles determine what documents and functions the user can access. Here's a list of Phase 1 system roles:

Department Access (DA)	End user role whose privileges can be restricted to certain parts of the organization. This role has access to: <ul style="list-style-type: none">• Requests (contract shopper or requisitioner)• Receiving
Basic Purchasing (BP)	Buyer role with broad privileges across the organization that has access to: <ul style="list-style-type: none">• Create requisitions, bids, and purchase orders• Edit existing documents• Receiving
Organization Administrator	This role manages the agency organization structure, addresses, users, and approval paths



QUESTIONS & FEEDBACK



OREGONBUYS.INFO@OREGON.GOV



[HTTPS://OREGONBUYS.OREGON.GOV](https://oregonbuys.oregon.gov)



THANK YOU!
