



Glossary for OrCPP Members

OregonBuys document or action	Oregon's use of document	Notes
Amendment	<ul style="list-style-type: none"> • Bid Addenda • Bid Revision • Intent to Award on a Bid 	Agency will specify in the Amendment Note and Attachment name whether it is an addenda, revision, etc. Agency will create an amendment to post Intent to Award notice on a Bid.
Available Date (on a Bid)		The date/time when the Bid will be made available for vendors. If the available date is in the past when the bid is placed into "Sent" status, the available date will automatically be updated to match the "Sent" date.
Award		Final step of Bid process where agency uses the Bid Tab to designate which vendor(s) are awarded the procurement.
Bid (a.k.a. Solicitation)	<ul style="list-style-type: none"> • Opportunity • Notice 	RFP, ITB, Sole Source Notice, Request for Information, etc. Agency will specify type in both the Procurement Method and Short Description fields.
Bid Opening Date		The date/time when vendor responses to Bids will no longer be accepted. This was formerly known as the "Closing Date & Time."
Change Order	<ul style="list-style-type: none"> • Contract Amendment(s) • Contract Revision(s) • Change Order 	Refers to almost any change within the system. The attachment name should reflect the intent of the change. There is also a field to note details of the change order.
Closed Bid/ Restricted Bid		A bid that is only visible to vendors who are invited to participate. The Bid Type on the General tab must be 'Closed,' and 'Restricted bid, only selected vendors can view and respond' must be selected on the Bidders tab.
Credit Memo		Document that creates a credit associated with a vendor that will be captured on a future invoice.
Direct Release		This type of Release Requisition automatically creates a Release Purchase Order that is sent to the Vendor upon approval. The release type is set on the Master Blanket Purchase Order and is commonly used for the procurement of goods.
Document Status		As documents are processed in OregonBuys, their status changes to allow/disallow various functions associated with processing the document. Most documents begin with an In Progress status. There is an Appendix of document status codes at the end of this document.



OregonBuys document or action	Oregon's use of document	Notes
Informal Bid	<ul style="list-style-type: none"> • Intermediate Procurement(s) • Includes other processes where vendors are invited to submit quotes. 	Process used when a good or service needed does not have an existing contract and does not meet the threshold for formal bidding. It is accomplished through an Open Market Requisition process in OregonBuys.
Invoice		An OregonBuys document requesting payment be issued to a vendor for the purchase of goods or services.
Master Blanket Purchase Order (MBPO)	<ul style="list-style-type: none"> • Contract • Price Agreement • ORS190 	The overarching document within OregonBuys that outlines the terms of the Contract including items allowed to purchase, organizations and users allowed to purchase, dollar limits, and begin and end dates.
Open Bid/ Unrestricted Bid		A bid that is publicly available for viewing/responses by all vendors. This is set by 'Bid Type' on the General Tab of a Bid document. The Bidders Tab should also reflect 'Unrestricted bid, all vendors can view and respond.'
Open Market Purchase Order		A one-time purchase in OregonBuys for goods or services that do not already exist on contract.
OrCPP Agency account		A type of account in OregonBuys that allows access to Statewide Price Agreements and allows users to post solicitations in OregonBuys.
Purchase Order		The OregonBuys general term for a contract which could represent a Master Blanket Purchase Order, an Open Market Purchase Order, or Release Purchase Order.
Quote		Created by a Vendor in response to a Bid Solicitation. Also used as proposals for services or responses to Grant Opportunities.
Receipt		A document in OregonBuys that acknowledges that a good has been received or a service has been rendered.
Terms and Categories	<ul style="list-style-type: none"> • Vendor demographic data • COBID certification • ODOT participation • Terms and Conditions 	These are fields meant to provide further details about vendors regarding acceptance of terms and conditions, willingness to partner with ODOT, vendor demographic information, and COBID certification status. Most fields are vendor self-populated except for COBID certifications.