OregonBuys Amendment Guidance

# Introduction

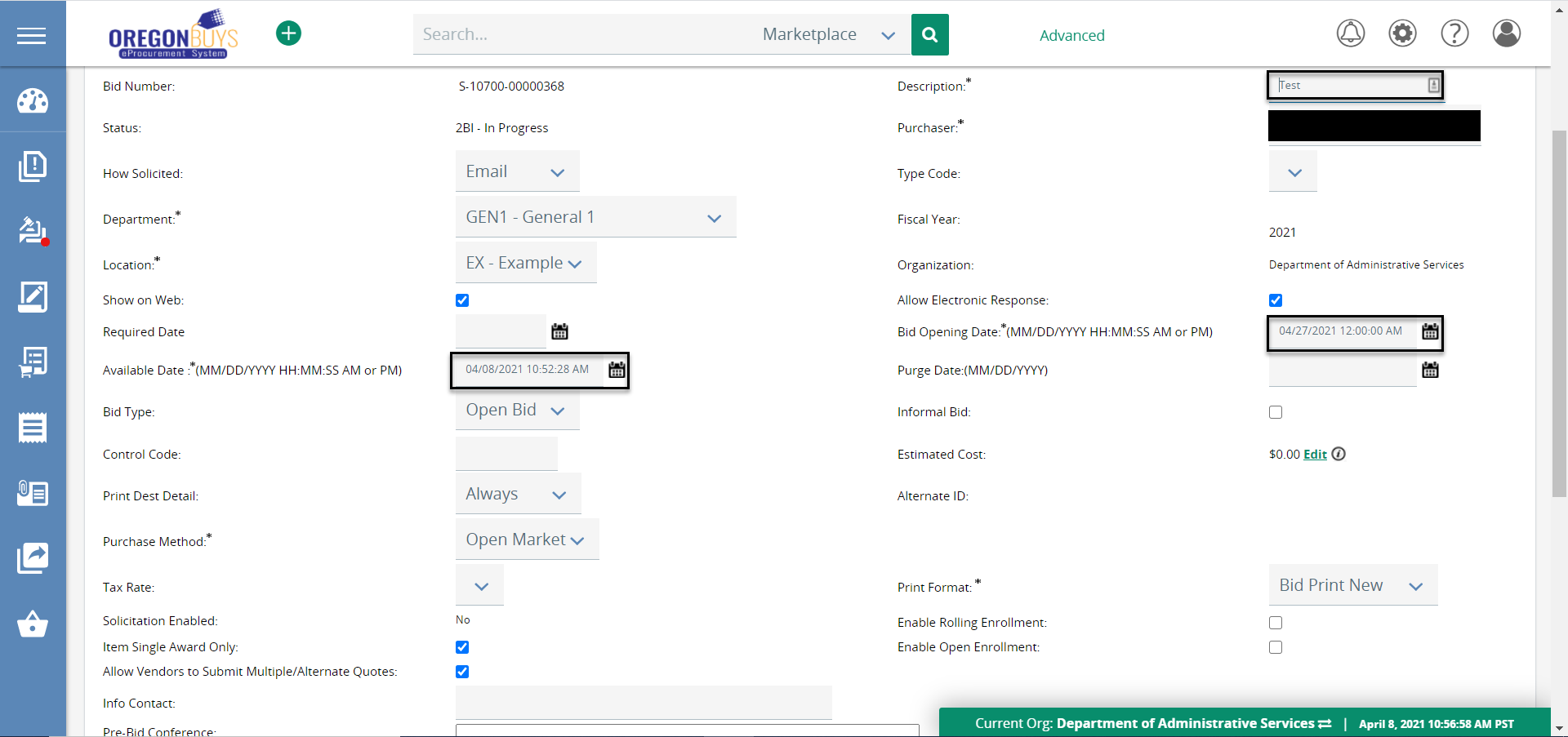
This guidance document will help approvers understand how to approve/disapprove documents in OregonBuys.

# Approvals Action Button (Home Screen)

* Items can be added, cancelled, or modified
* Attachments can be added
* The location, organization, type code, fiscal year, bid type and purchase method are among the fields that CANNOT be modified

# General Tab

* Some information on the general tab can be modified such as description, available date and bid opening date
* The location, organization, type code, fiscal year, bid type and purchase method are among the fields that CANNOT be modified



# Attachments Tab

* Attachments and questions can be added or modified (e.g., responses to vendor Questions on Q&A)

Graphical user interface, text, application, chat or text message, email

Description automatically generated