

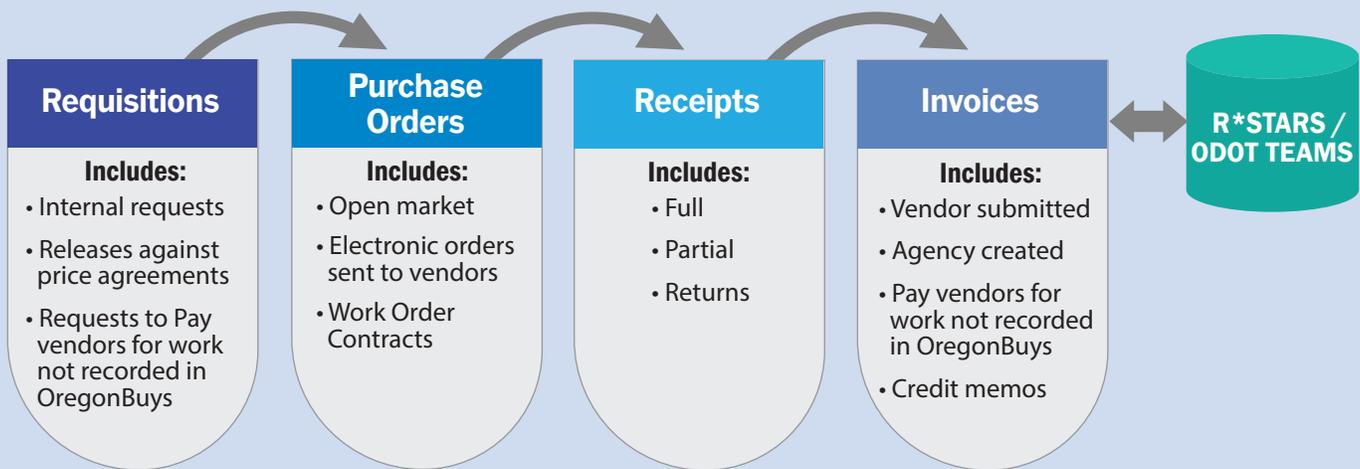
## Coming Soon: New OregonBuys Functionality

OregonBuys is already in use at our agency as the statewide system for processing procurement activities. Soon we'll get new OregonBuys functionality that will be used to process and capture procurement-related **purchasing activities**. This new functionality is called procure-to-pay.

When we get the new functionality, more staff will use the system, including those who purchase goods or services; work on competitive procurements; create or process requisitions; create or process purchase orders, receiving, or invoices; and the managers who approve any of these tasks.

## What Does Procure-to-Pay Mean?

The term procure-to-pay means all the steps involved in processing procurement-related purchasing activities from start to finish. Below is a visual of what this includes in OregonBuys:



Documents that begin in OregonBuys as a requisition (a request for goods or services) are converted to bids or purchase orders as they're processed in the system. Receipts and invoices are issued against the purchase orders. Finally, approved invoices in OregonBuys get transmitted electronically to R\*STARS (or ODOT TEAMS) for payment.

## Learn More By Taking Training

Virtual training opportunities are just around the corner! Be on the look out for an OregonBuys training email coming soon and sign up for the training that applies to your system role. Visit the OregonBuys training webpage for more information and instruction guides.