

**PHASE II Transition GUIDANCE**

**for State agencies**

*Visit the* [*terminology crosswalk*](https://www.oregon.gov/das/ORBuys/Documents/TerminologyCrosswalk%28BothPhases%29.pdf) *for full definitions of OregonBuys*

*terms used throughout this document.*

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# What to process and capture in OregonBuys

Agencies are expected to process all procurement-related activities and spend through OregonBuys regardless of dollar value. Non-procurement spend should not be captured in the system.

Below are examples of what this does and does not include. Items that aren’t procurement-related will continue to be processed using existing agency methods.

|  |  |
| --- | --- |
| **Capture in OregonBuys** | **Do NOT Capture in OregonBuys** |
| * Purchases from Price Agreements (e.g., office supplies, office furniture, vehicle tire, etc.)
* Small Procurements under $25,000
* Fees to attend trainings, conferences, and training held during a conference
* Competitively bid goods and services and direct awards (per Oregon Procurement Code)
* \*Travel and hotel costs (capturing these costs are optional and at agency’s discretion)
* ORS190 agreements (IAA, IGA, etc.)
 | * Utilities
* Rent
* Agency to agency payments (Balance Transfers – BTs)
* Employee reimbursements (e.g., mileage, meal per diem, etc.)
* Grant agreements
* Capital construction **payments**
* \*Urgent Purchases (see definition below)
 |

**Urgent Purchases**

Urgent Purchases are unanticipated, urgent, or emergent purchases of goods or services that are subject to the procurement code. These purchases are unexpected, needed immediately, and are typically purchased directly from a retailer using a SPOTS card. Urgent purchases cannot be processed in OregonBuys after the fact. They must be processed, reported, and tracked using existing agency methods.

 Examples:

* + A state trooper’s windshield wiper breaks while on patrol during rainy weather and they need to stop to purchase a new one.
	+ An OSHA inspector needs to purchase unanticipated PPE to enter a place of business.
	+ Trainers with Oregon State Marine Board arrive at a training event and discover the agency boat battery is dead and won’t take a charge. To conduct the training, a battery must be purchased from a local supplier.
	+ Small purchases by boards and commissions including refreshments for meetings, etc.

# General Guidance

1. **Paying invoices after agency’s Phase II wave Go-live**

Agencies can close out in-flight work in whatever manner they’re using now, but as of their Phase II wave Go-live date, all new procurement-related purchases need to go through OregonBuys.

1. **SPOTS card (aka P-card) purchases within OregonBuys are currently postponed**

SPOTS card purchases within OregonBuys are postponed until a forthcoming system update is released and we’re confident that the update meets our needs. This postponement is temporary. All other procurement spend must go through OregonBuys.

If you are making a purchase that will be paid for with a SPOTS card, the entire process must happen outside of OregonBuys. Please follow your agency’s current SPOTS process.

1. **Purchases that are processed through OregonBuys must also be paid for via OregonBuys**

Except for garnishments or expedited payments, the purchases that are processed through OregonBuys must also be paid for via OregonBuys. Please see #2 above for more information about SPOTS card purchases and process accordingly.

1. **Existing Purchase Orders and Work Orders will not automatically transfer to OregonBuys**

POs and Work Orders that need to be tracked in OregonBuys will have to be manually entered after Go-live by the agency.

1. **Personal Services Work Orders from Phase I**

When OregonBuys went live in Phase I, some agencies were using MBPOs to capture Personal Services Work Order contracts. If any of these Work Orders are still active and will have releases and payments against them after the agency goes live with Phase II procure-to-pay functionality, they will need to have a change order issued with the contract end date on the Control tab set to the following day and be re-entered as Open Market Purchase Orders or Release Requisitions. Be sure to communicate with the vendor about this document type change (outside of the system) so they’re aware that the Work Order contract is not a new order.

* Purchases against a DAS Statewide Price Agreement - If an agency needs to create a purchase order or work order off of a DAS statewide price agreement, the \*general recommendation is for the agency to create a Release Requisition against the DAS MBPO. Execute the contract (i.e., work order) for the life of the agreement and attach it to the requisition.
	+ - \*Please consult the Buyers Guide on a statewide price agreement for specific instructions relevant to the MBPO being used. If you do not see a Buyers Guide in OregonBuys please contact the Contract Administrator.
* Agency Specific Contracts - If an agency needs to create an agency-specific contract that will live on for several years, the recommendation is for the agency to create a Master Blanket Purchase Order (MBPO) for life of agreement and then issue releases for the deliverables against it for each biennium. We do not recommend issuing individual Open Market POs as the spend is not tied together like it would be when issuing releases against MBPOs.
	+ - Tip: Agencies may consider negotiating deliverables on future contracts to align within each biennium. This way separate releases can be issued in each biennium and the cloning process is not needed.
1. **Encumbrances are not processed in OregonBuys**

Governance bodies voted to not allow encumbering in OregonBuys at this time. The decision will be revisited if the batch interface to R\*STARS is potentially replaced with real-time integration. Agencies can continue to manually encumber in R\*STARS as they do today. All payments received by R\*STARS via the OregonBuys interface will be recorded using T-Code 222. If the payment relates to an amount that was previously encumbered in R\*STARS, the agency needs to take the additional step of recording an adjusting entry in R\*STARS to manually reduce the outstanding encumbrance balance by the payment amount.

1. **R\*STARS interface to OregonBuys**

At Go-live, an accounts payable interface to R\*STARS opens for the wave’s agencies in OregonBuys. The interface allows the two systems to process payments for procurement-related purchases made in OregonBuys.

1. **Accounts payable process and timeline**

OregonBuys payment transactions are processed differently than the traditional method. Here are the steps:

* 1. Purchase is made, authorized, and received. AP staff creates an invoice that a supervisor approves and submits for payment.
	2. Each night, OregonBuys transmits payment transactions to R\*STARS in a hold status.
	3. The next day, an agency SFMS user logs in to R\*STARS and releases these transactions.
	4. The following business day, the payment warrant or ACH is issued to the supplier (as long as there are no transaction errors). If there are errors, SFMS user must clear and re-release batch before payment can be issued.
1. **Informal Quotes**

Issuing Informal Quotes via Requisition is at the agency’s discretion. This privilege is allowed by default and requires the agency Organization Administrator to manually disable. Agencies should know there is a risk associated with choosing to allow since approval paths are not triggered in OregonBuys during the steps that a DA user posts and collects Informal Quotes from suppliers.

Agencies can choose between preventing or allowing as follows:

* Prevent DA users from issuing Informal Bids by having the agency Organization Administrator navigate to the Maintain Agency Organizations screen and selecting the checkbox “Restrict Department Access users from publishing Informal Bids to Web”.
* To allow – do nothing and accept the associated risk. If choosing this option, you may consider applying an approval path on the Requisition based on the dollar value. However, please note it would only trigger after the suppliers are notified, Informal Quotes are collected, and the Requisition is being submitted by the DA user. A Bid or PO would still need to be created by a non-DA user to proceed with the procurement or purchase.
1. **Internal agency requisitions**

Agencies may have their own process for submitting internal requisitions within their organization; however, once the requisition is formalized it must be captured in OregonBuys.

1. **Website ordering accounts with suppliers e.g., Office Depot, Staples, etc.**

Agencies should not turn off staff online ordering accounts until users are properly set up to process these orders through OregonBuys. If a SPOTS card is used for these purchases, use the current agency process until SPOTS card purchases are enabled within OregonBuys.

1. **Procurement authority vs. signature/expenditure authority**
* Procurement authority is the power to conduct any part or function in the procurement process. This may include awarding/modifying a contract or agreement; selecting sourcing method or managing sourcing activities; negotiating contracts, draft contracts or other solicitation documents throughout the procurement and contract lifecycle.
* Signature/expenditure authority is the authorization to spend state funds and does not have any impact on procurement authority.
1. **Two-way match and source documentation**

Consistent with OAM 10.40.00 Internal Control: Expenditures, a three-way match provides the optimum standard of control over the processing of payments for purchases of goods or services, and whether agencies conduct a three-way match or a two-way match of documents in OregonBuys is an agency decision. However, either way, an externally sourced invoice is required:

* For the vendor: vendors that convert the PO into an invoice, must also scan and attach a copy of that invoice to the document they are submitting to the agency in OregonBuys.
* For the agency: Hard copy invoices received outside of the system should be scanned and attached to the invoice document that the agency creates in OregonBuys.
1. **Financial audit source documentation**

Agencies may have to maintain multiple places for adequate source documentation. Agencies should create an internal policy to clarify, track, and ensure compliance.

# Guidance in Development

*The system doesn’t support the following functions right now; however, we want you to know that we’re tracking these items and are working on future enhancements and processes to address them.*

**Returns, warranty returns, and exchanges after the item is already paid for**

These happen outside of the system.

**Updating a contract to show current spend**

Current guidance is to leave your NTE set to the correct value for your existing agreements. We are researching alternative processes and will share updated guidance when available.

# Processing Instructions by Topic

## Account codes

**Missing account code headers in OregonBuys**

We’ve asked our partner, PHI, to add account code headers to OregonBuys; however, this work may take up to one-year to complete. In the meantime, [click here to use the OregonBuys Account Code Segment Reviewer](https://www.oregon.gov/das/ORBuys/Documents/OregonBuysAccountSegmentReviewer.xlsx) in Excel. All you have to do is paste the OregonBuys full accounting string with dashes into cell D1 and the spreadsheet will break down the codes for you.

**Agency account coding is populated via our daily interface with R\*STARS**

The segment fields in OregonBuys will contain dropdowns of all available codes for that segment type. Any segment type not included for code import will not be populated but will still allow for manual data entry in OregonBuys. If an erroneous code is entered the transaction would err on the 530 screen in R\*STARS.

## Agency internal tracking numbers

**Agency internal tracking numbers**

There is no enterprise column in OregonBuys to capture agency internal tracking numbers. Agencies who wish to include internal tracking numbers can do so by adding an agency custom column. Please work with your agency’s Organization Administrator to add custom columns.

## Attachments

Currently, OregonBuys maximum file size for attachment uploads is 500 MB. Please note, the following file types are not allowed:



## Attorney/client privilege documents

Storing attorney/client privilege documents in OregonBuys is at the agency's discretion. However, here's the DAS review of the option to upload these documents as attachments in OregonBuys and mark them as confidential:

Risks and considerations

* If someone forgets to mark a document as confidential, it would be visible externally.
* DAS uses OregonBuys to meet public records requests. A staff person could accidentally download and share a confidential document as part of this process.

DAS internal decision (best practice)

* Store these documents outside of OregonBuys in a file for each procurement marked as "Advice Attorney/Client Privilege".

## Bids

**Cancelling a Bid**

When a Bid is cancelled in OregonBuys, the Bid becomes invisible, and the supplier receives no notification of the change. We are pursuing an enhancement to fix this behavior. However, in the meantime, buyers need to communicate directly with suppliers regarding cancellations until this behavior is resolved.

## Confidential Attachments & Confidential Suppliers

​Attachments in OregonBuys can be marked as confidential, but individual suppliers cannot. However, if an agency has multiple affected contracts, they may choose to set up a department that is confidential within their organization. Contracts could then be set up as MBPOs in the confidential department. If you have a situation where a supplier needs to be kept confidential, please send an email to e.Procurement@das.oregon.gov *\*Note: Anything marked confidential or included in the confidential department would still appear in agency and enterprise level reports.*

## Departments and Locations

**Inactivating departments and locations**

Some agencies may need to update their departments and locations from what was set up in Phase I. Work with your agency Organization Administrator and ask them to follow these steps to make the updates:

1. Use a report to identify any Active documents that contain the old Dept/Loc on the General or Control tab and make Change Orders/Bid Amendments to move them into their new Dept/Loc.
2. Inactivate the old Dept/Loc to prevent it from being selected again. If you need to create a Change Order or Amendment on an old document related to the inactivated Dept/Loc, the system may allow you to still select it. If not, you’ll have to temporarily Activate the old Dept/Loc again to facilitate the change.

Some users may have the old Dept/Loc set in their User Defaults. If a user has this Default in their profile when the Dept/Loc is Inactivated, the system should generate an error that prompts them to select a valid Dept/Loc on the Control tab.

## Evaluation Delay Notice Posting

Evaluation delays can be posted as an attachment in a Bid amendment.

## Fiscal Year = Oregon Appropriation Year

In OregonBuys, the fiscal year field is equal to the Oregon appropriation year. The effective date entered in OregonBuys will determine what fiscal year the transaction is recorded in.

## Invoices

**Processing invoices for suppliers who are subject to garnishment**

If a supplier is subject to Department of Revenue debtors list (garnishment), their R\*STARS remit addresses will be unavailable for use in OregonBuys. Garnishment remit addresses are not interfaced from R\*STARS into OregonBuys. For details on how to process an invoice in this situation, please refer [to this process flow](https://www.oregon.gov/das/ORBuys/Documents/OregonBuysGarnishmentProcess.pdf).

**Supplier submitted invoices, who gets notified?**

OregonBuys generates a notification to the agency AP staff when a supplier submits an invoice through the system.

**Invoice that is approved for payment and then cancelled within the same day**

If an agency approves an invoice for payment in OregonBuys and then cancels it prior to 5:30pm that same day, the invoice will still be picked up in that night’s interface run. OregonBuys will send two transactions to R\*STARS - an invoice transaction and a cancel transaction. This results in unnecessary transactions in R\*STARS that could cause potential errors or inappropriate payments to vendors if either the invoice transaction or the reversal transaction is edited by agency users directly on the R\*STARS 530 screen.

We have reported this issue to Periscope and a fix for it is in the works, however agencies need to understand how the system will handle the situation currently so that you can avoid any issues if you have to cancel an invoice the same day the AP Supervisor in OregonBuys approves it.

## Master Blanket Purchase Orders (MBPOs)

**MBPO that has expired**

If an MBPO has expired, an agency can create a change order to update the end date. The new end date must be in the future.

**Blanket off of an MBPO**

The system does not have functionality to create a blanket off of a Master Blanket. Instead, agencies should create a Release PO against the MBPO to serve as the WOC with all supporting documentation attached for the entire term of the WOC. Payments within that biennium can be received/invoiced and a new Release PO would be created at the start of each new biennium with the same supporting documentation attached.

Be sure to cancel/close out the outstanding amount in the original release before you clone it, so that the spend is not counted twice.

**Direct release and standard release**

Current guidance is to set the release on MBPOs as follows:

* Agreements for goods are direct release
* Agreements for services are standard release
* Punchouts are direct release

If there are individual price agreements that an agency has an issue with, reach out to the contract administrator to see if a change needs to be made.

**Mandatory contract templates and ordering instruments**

To order from an MBPO, agencies will initiate a release requisition against the PA. If there is a specific ordering instrument tied to the PA, agencies would take one of two paths:

1. Execute the ordering instrument outside of OregonBuys – as done today. Once completed attach it to the system generated PO that goes to the vendor.

2. If there are specific PA terms / conditions or instructions – but not a document that needs to be executed (signed), those should be attached to the PO and issued to the vendor – with reference made on the PO that the attachment.

**Mandatory or convenience**

There is a Yes/No column on the MBPO that indicates whether it is mandatory or convenience.

**MBPO – not in Sent status at the turn of the biennium**

When an MBPO is created, the document is tattooed with the fiscal year that is active at that time. The MBPO must be moved to Sent status within 6-months after the end of the biennium. The DAS eProcurement team will pull a report at the end of each biennium and notify agencies if they have documents that are affected.

**RPA Release on MBPO**

RPA Releases are allowed on MPBOs; however, the option may need to be enabled in the system. If you’re trying to issue an RPA Release and the functionality is missing, contact the MBPO’s contract administrator. The contract administrator can issue an amendment on the MBPO to turn on the functionality. Moving forward, we ask contract administrators to turn on RPA Release capability on all new MPBOs.

**Terms and conditions on MBPO order**

If an ordering document exists in the price agreement, attach it to the PO in OregonBuys, on the OregonBuys PO screen, add text in the **Item Description Field** to reference the master agreement number and a “see attached” statement.

## ORS190s Interagency, Intergovernmental Agreements, etc.

**ORS190s (interagency, intergovernmental agreements, etc.) between multiple agencies – setup**

For an ORS190 agreement between multiple agencies, each of the participating agencies need to register as a supplier so they can then be added on the distributors tab or the control tab of the Master Blanket Purchase Order (MBPO).

**ORS190 participant won’t register**

We recognize there may be times when a participant on a Personal Services Contract or ORS190 won’t register in OregonBuys for a supplier account. For the moment, agencies should just retain copies of these Personal Services Contract or ORS190 documents in their files. These documents need to be available in case DAS requests a report.

## Payments

**Effective date – verify before approving the transaction**

Verify that the effective date field entered in OregonBuys is accurate before approving the transaction to be interfaced into R\*STARS. If an effective date in incorrectly entered, agencies will need to make corrections directly in R\*STARS to correct the effective date to allow the transaction to clear. If effective date change in R\*STARS would cross fiscal years, the agency would need to delete and re-enter the transactions and use the Oregon buys document number as the reference document to leave an audit trail.

**Payments – approval through OregonBuys that’s made on a state holiday**

There is no negative impact if a payment is approved through OregonBuys on a state holiday as it will be processed accordingly through R\*STARS. For ODOT staff, the TEAMS system processes payments on the following business day after the holiday.

**Payments for invoices in the biennium that follows a purchase order**

Follow these instructions when a good or service is received in the biennium after the Purchase Order is created:

1. Navigate to Purchase Order in OregonBuys.
2. Create a Cancel Receipt to cancel the outstanding items on the Purchase Order and add a note to specify the end of the biennium.
3. Select “Clone PO” on the Summary tab of the Purchase Order.
	* Navigate to the Release Requisition and select “Clone Req” on the Summary tab.
4. Update the Items tab to reflect the outstanding items from the original Purchase Order.
5. Submit for Approval.
6. Create Receipt.
7. Mark items as “Received”.
8. Submit Receipt for Approval.
9. Create Invoice.
10. Enter Invoice information for Full Invoice.
11. Submit Invoice for Approval.

**Payments for ORS190s (interagency, intergovernmental agreements, etc.)**

OregonBuys cannot process balance transfers (BTs) between state agencies. Those payments are done outside of OregonBuys. However, if an *external* organization is a “supplier” on an ORS190 and registers in OregonBuys with the same tax ID they're signed up with in R\*STARS, then a warrant can be issued to them through OregonBuys.

**Reverse or stop a payment**

There is no way to reverse or stop payment in OregonBuys when an invoice is entered and approved by an AP supervisor. It would have to be stopped in R\*STARS. To prevent this, the AP supervisor should confirm that a receipt is in place before they submit.

**Returning items – refunds and restocking fees**

Once a purchase is complete and the invoice is paid, no adjustments can be made to the Purchase Order in OregonBuys. For this reason, refunds and restocking fees must be processed outside of the system.

**Selecting a valid vendor remit**

When an AP user reviews the vendor invoice in OregonBuys for a payment that will interface to R\*STARS, the user must verify that a valid R\*STARS vendor remit address is selected. Because a valid R\*STARS remit address is no longer required in OregonBuys when preparing the PO, the AP user needs to verify this information to ensure the transaction correctly interfaces to R\*STARS. Here are the steps in OregonBuys:

1. Navigate to the PO
2. Click on an In Progress Invoice or Create Invoice to start a new one
3. Complete any required fields on the General tab of the Invoice
4. Select the R\*STARS Remit Address at the bottom of the General tab
5. Click Save & Continue and confirm the Alternate ID number matches the desired Mail Code from R\*STARS



If the vendor has multiple addresses in OregonBuys, you may need to choose an address and then click Save & Continue to see if it’s the correct one. If it’s not, then go back and repeat the selection steps until you find the right address.

Please note, if a valid R\*STARS vendor remit address is not selected and the transaction interfaces to R\*STARS, the following will occur:

* If this vendor exists in R\*STARS, the interface file from OregonBuys will populate the vendor number correctly but will default to vendor mail code ‘000’ on the transaction.
* If this vendor does not exist in R\*STARS, the interface file from OregonBuys will populate the vendor number as ‘XXXXXX’ and the vendor mail code as ‘000’ on the transaction. If the batch is released without correcting this invalid vendor number, the transaction will result in an error on the R\*STARS 530 screen until the vendor number on the R\*STARS transaction is corrected.

## Punchouts

**Cancel a release purchase order**

Punchout orders happen within in the supplier’s order processing system and approval to fill the order is generated by OregonBuys when the Direct Release PO is put into Sent status. To cancel the order, the agency must contact the supplier directly. After that is confirmed, the items can be cancelled in OregonBuys using a Receipt document.

Agencies may elect to create an approval path to catch Direct Release Requisitions from the punchout before they are converted into a Release PO and then sent to the supplier. This allows the Approver to Approve or Disapprove the order before it’s officially placed with the supplier through the Release PO document in OregonBuys.

**Special pricing for specific agencies**

Special pricing for specific agencies should already be built into the punchout (created by the supplier). Agency special pricing will display by selecting your agency's ship-to and bill-to addresses. If you're not seeing the price expected, you should contact the supplier.

## Purchase Orders

**Sending PO numbers from OregonBuys to SFMA**

PO numbers aren’t automatically sent from OregonBuys to R\*STARS (invoice numbers are sent instead). Agencies who want to send the PO number have two manual options for doing so:

1. Type the PO number into the optional multipurpose code field on the Accounting tab.
2. Setup a contract profile on the SFMA 30 screen for the PO, then use the contract field on the OregonBuys Accounting tab to designate the appropriate profile.

**Purchase orders - returning items, refunds, and restocking fees**

Once a purchase is complete and the invoice is paid, no adjustments can be made to the Purchase Order in OregonBuys. For this reason, refunds and restocking fees must be processed outside of the system.

**Supplier notification of a new purchase order**

When a BP/DA user sends a purchase order, OregonBuys generates an email notification to the supplier’s email address designated in the PO mailing address section.

**Terms and conditions on a PO or MBPO**

* Standalone POs: Add your agency or standard state terms and conditions as an attachment to the PO. To use the standard state terms and conditions, download the PDF file by going to the News section on the login page of OregonBuys, click on Links to Templates and Tools, Templates approved for procurement (ELT), then navigate to “Purchase order (PO) standard terms and conditions”.
* MBPOs: if an ordering document exists in the price agreement, attach it to the PO in OregonBuys, on the OregonBuys PO screen, add text in the **Item Description Field** to reference the master agreement number and a “see attached” statement.

**Punchout - Cancel a release purchase order**

* Punchout orders happen within in the supplier’s order processing system and approval to fill the order is generated by OregonBuys when the Direct Release PO is put into Sent status. To cancel the order, the agency must contact the supplier directly. After that is confirmed, the items can be cancelled in OregonBuys using a Receipt document.
* Agencies may elect to create an approval path to catch Direct Release Requisitions from the punchout before they are converted into a Release PO and then sent to the supplier. This allows the Approver to Approve or Disapprove the order before it’s officially placed with the supplier through the Release PO document in OregonBuys.

## Registration

**Foreign supplier registration in OregonBuys**

Use one of the following options to assist foreign suppliers who need to register in OregonBuys:

1. Ask the foreign supplier to get a US tax ID number. They can then use the tax ID number to register in OregonBuys.
2. Agency staff can set up the foreign supplier in R\*STARS, then have the supplier register in OregonBuys using the R\*STARS supplier number.

**Personal Services Contract (PSK) or ORS190 participant won’t register**

We recognize there may be times when a participant on a Personal Services Contract or ORS190 won’t register in OregonBuys for a supplier account. For the moment, agencies should just retain copies of these Personal Services Contract or ORS190 documents in their files. These documents need to be available in case DAS requests a report.

**RPA streamlined registration process for “Pay Only Vendors”**

RPAs can be issued by the DA or BP user role, and there does need to be an OregonBuys vendor registration to process an RPA. This registration could be either a full registration completed by the vendor, or a streamlined "Pay Only Vendor" account setup by the DAS eProcurement Team. The process for sending a Pay Only Vendor account request to the DAS eProcurement Team will be posted in OregonBuys News, under the links to templates and tools. Please note, the vendor will still need to be setup in R\*STARS for an invoice to be paid from the R\*STARS system.

**Supplier refuses to register**

Suppliers that refuse to register should be a rare occurrence. The agency needs to continue doing outreach to prompt suppliers to get registered in the system. [Click here for registration instructions](https://www.oregon.gov/das/ORBuys/Pages/supplierresources.aspx) and supplier support information.

* If it is an unregistered supplier on a Statewide Price Agreement: contact the DAS Contract Administrator and ask them to work with the supplier to resolve.
* If it is an unregistered supplier on a contract: an urgent one-time payment can be processed outside of OregonBuys. However, if the supplier has ongoing business with your agency, you need to work to get them registered and process accordingly through OregonBuys.
* If you’re trying to issue an RPA to a supplier who refuses to register, refer to this topic in this document: Registration – RPA streamlined registration process for “Pay Only Vendors.”

## Sales Tax

If you’re sending goods to an employee who works outside of Oregon in state that has sales tax, you may be required to pay the sales tax. Sales tax is not enabled in OregonBuys, so agencies will list the sales tax as a line item instead and will be required to perform receiving on the line item.

## Subscriptions

Subscription examples and how to process in OregonBuys:

* Monthly charges such as Verizon, Kyndryl, OCLC (software vendor):

Establish an MBPO for the contract with the Vendor. Release each month

for the software or do RPA Releases.

* Annual costs for information resources of which we receive an invoice

from the vendor (most if not all are not on state contract): Process as RPA Release

from that Statewide MBPO.

* Reoccurring, monthly software services: Process as Release/RPA Release.
* Renewals of software licenses, publications, and membership (generally

paid annually): Process as Release/RPA Release. This one may end up being an Open

Market if established ahead of time for the years’ service/good.

## Suppliers

**Designating a supplier as confidential**

There is no way to mark suppliers as confidential in OregonBuys. However, agencies can mark individual contract attachments as confidential. If an agency has multiple affected contracts, they may choose to set up a department that is confidential within their organization. Contracts could then be set up as MBPOs in the confidential department. *\*Note: Anything marked confidential or included in the confidential department would still appear in agency and enterprise level reports.*

**PO Flip**

PO Flip is the action of a supplier taking a purchase order and converting or flipping it into an invoice and submitting it back to the agency through OregonBuys. Using PO flip is strongly encouraged but is not required. This option is a benefit to suppliers as they will likely receive payments faster.

**Processing invoices for suppliers who are subject to garnishment**

If a supplier is subject to Department of Revenue debtors list (garnishment), their R\*STARS remit addresses will be unavailable for use in OregonBuys. Garnishment remit addresses are not interfaced from R\*STARS into OregonBuys. For details on how to process an invoice in this situation, please refer [to this process flow](https://www.oregon.gov/das/ORBuys/Documents/OregonBuysGarnishmentProcess.pdf).

**Supplier notification of a new purchase order**

When a BP/DA user sends a purchase order, OregonBuys generates an email notification to the supplier’s email address designated in the PO mailing address section.

**Supplier refuses to register**

Suppliers that refuse to register should be a rare occurrence. The agency needs to continue doing outreach to prompt suppliers to get registered in the system. [Click here for registration instructions](https://www.oregon.gov/das/ORBuys/Pages/supplierresources.aspx) and supplier support information.

* If it is an unregistered supplier on a Statewide Price Agreement: contact the DAS Contract Administrator and ask them to work with the supplier to resolve.
* If it is an unregistered supplier on a contract: an urgent one-time payment can be processed outside of OregonBuys. However, if the supplier has ongoing business with your agency, you need to work to get them registered and process accordingly through OregonBuys.
* If you’re trying to issue an RPA to a supplier who refuses to register, refer to this topic in this document: Registration – RPA streamlined registration process for “Pay Only Vendors.”

**Supplier submitted invoices – who gets notified?**

OregonBuys generates a notification to the agency AP staff when a supplier submits an invoice through the system.

## Travel and Hotel Charges

Capturing travel and hotel costs in OregonBuys is optional and at the agency’s discretion. Agencies who decide to capture the charges will need to work with each supplier to get them registered.