Dear [Recipient name],

As you may be aware, DAS is implementing a statewide eProcurement system called OregonBuys. This two-phased project started by replacing the Oregon Procurement Information Network (ORPIN). Now in project Phase II, the focus is on adding new functionality to process and capture procurement related **purchasing activities**.

The new functionality will release to groups of state agencies in a series of three waves and our agency is in the current wave (Wave 2). What this means is, starting in May, we’ll use OregonBuys for the following tasks when they’re related to Procurements:

* Creating and processing requisitions (requests)
* Creating and processing purchase orders
* Receiving
* and Invoices

You are affected by this project if you help purchase goods or services on state contract; work with competitive Procurements; or if you create, process, or approve requisitions, purchase orders, receiving, or invoices related to Procurements.

I’m helping [Agency name] prepare for the transition through regular meetings with our agency and the DAS project team. Over the next few months, I’ll be in contact with you to share information about what to expect and how to get ready for the changes ahead.

Please be sure to review the attachment for examples of what will be captured in OregonBuys. If you’d like to learn more about why we need this eProcurement system, visit the [OregonBuys project website](https://oregonbuys.oregon.gov).

Feel free to reach out if I can answer any questions or contact the DAS project team at OregonBuys.info@das.oregon.gov.

Sincerely,

[Name and contact info]