Dear [Recipient name],

This May, our agency will start using the OregonBuys system to process and capture procurement-related **purchasing activities.**This new functionality is called procure-to-pay.

The term procure-to-pay means all the steps involved in processing procurement-related purchasing activities from start to finish, including:

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

We're providing the attached visual to help explain what’s included. Please take a moment to review this information - it will help prepare you for upcoming training. Training details and registration instructions are coming soon.

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

Sincerely,

[Name and contact info]