

OregonBuys document or action	Oregon's use of document	Notes
Amendment (on a Bid)	<ul style="list-style-type: none"> <li>Addenda</li> <li>Revision</li> <li>Intent to Award</li> </ul>	Agency will specify in the Amendment Note and Attachment name whether it is an addenda, revision, etc. Agency will create an amendment to post Intent to Award notice on Bid.
Available Date (on a Bid)		The date/time when the Bid will be made visible for Vendors to be able to respond, currently known as the "Published Date & Time" in ORPIN.
Award		Final step of Bid process where agency uses the Bid Tab to designate which vendor(s) are awarded the procurement.
Bid	<ul style="list-style-type: none"> <li>Opportunity</li> <li>Notice</li> </ul>	RFP, ITB, Sole Source Notice, Request for Information, etc. Agency will specify type in Short Description field.
Bid Opening Date		The date/time when vendor responses will no longer be accepted, currently known as the "Closing Date & Time" in ORPIN.
Change Order	<ul style="list-style-type: none"> <li>Contract Amendment</li> <li>Contract Revision</li> <li>Change Order</li> </ul>	Agency will specify in the Attachment name when uploading an amendment, revision, etc. There is also a field to note details of the change order.
Description/Short Description	Field on every Document	Document Title that will be visible in all searches/reports after being published. Recommend following Enterprise formatting guidance.
Document Statuses	<ul style="list-style-type: none"> <li>In Progress</li> <li>Ready for Approval</li> <li>Returned</li> <li>Ready to Send</li> <li>Sent</li> <li>(Bid) Ready to Open</li> <li>(Bid) Opened</li> <li>Gone to Bid</li> <li>Gone to PO</li> </ul>	<ul style="list-style-type: none"> <li>Draft Document</li> <li>Draft Document waiting for Approval</li> <li>Approval Denied; revise and resubmit as needed</li> <li>Approval Complete; document ready to post</li> <li>Document was Published/Issued</li> <li>Solicitation period is over and the Quotes may be unlocked</li> <li>Bid Quotes have been unlocked and are available for review</li> <li>Requisition was progressed into a Bid</li> <li>Requisition or Bid was progressed into a PO</li> </ul>
Master Blanket Purchase Order (MBPO)	<ul style="list-style-type: none"> <li>Contract</li> <li>Price Agreement</li> <li>ORS190</li> </ul>	OregonBuys has one contract that multiple change orders can be issued against. It does not create separate versions of the contract with each change. (This is different from ORPIN.)

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Open Market Requisition	<ul style="list-style-type: none"> <li>DAS On-Behalf Of requests</li> </ul>	A requisition used to by agencies to send requests to DAS for services on their behalf or to request approval of a Special Request.
Quote	<ul style="list-style-type: none"> <li>Vendor response to Bid. Proposals for Services are also Quotes.</li> </ul>	Vendors can submit quotes electronically through OregonBuys or send hard copies to agency and buyer enters into system for tracking purposes.
Restricted Bid		Only visible to vendors added to the Bidders tab of the Bid document similar to using the "Invite Only" option in ORPIN.
Terms and Categories	<ul style="list-style-type: none"> <li>Vendor COBID Data</li> </ul>	COBID Certifications for the selected Vendor. Automatically populated through a daily interface from the COBID Vendor Directory.
Unrestricted Bid		Publicly available for viewing/responses.