

OregonBuys Project Phase II

DAS is implementing a statewide eProcurement system called OregonBuys. This two-phased project started by replacing the Oregon Procurement Information Network (ORPIN). Project Phase II is now focused on procure-to-pay functionality to process agency procurement-related activities and capture the statewide spend. The new functionality will release to groups of state agencies in a series of three waves.

Are you affected?

Phase II's expanded functionality means more staff are involved. When agencies go through their wave, it will affect staff performing the following tasks:

- Purchasing goods or services,
- Working on competitive Procurements,
- Creating or processing requisitions (requests),
- Creating or processing purchase orders, receiving, or invoices
- Managers who approve any of the above.

OREGONBUYS AUTOMATES PROCESSES, ELIMINATES DUPLICATIVE AND MANUAL STEPS, AND CAPTURES PROCUREMENT-SPEND INFORMATION SO WE CAN BETTER UNDERSTAND WHAT OREGON STATE GOVERNMENT BUYS.

Note: State agencies may need to adjust business processes to fit the OregonBuys system.

Procurement-related spend examples

OregonBuys will be used to process agency procurement-related activities and capture the statewide spend regardless of dollar value. Below are some examples of what this does and does not include. Items that aren't procurement-related will continue to be processed, reported, and tracked using existing agency methods.



Capture in OregonBuys

- Purchases from Price Agreements (e.g., office supplies, office furniture, vehicle tires)
- Small Procurements under \$10,000
- Fees to attend trainings, conferences, and training held during a conference
- Competitively bid goods and services & direct awards (per Oregon Procurement Code)
- *Travel and hotel costs (capturing these costs are optional and at agency's discretion)



Do not capture in OregonBuys

- Utilities
- Rent
- Agency to agency invoices (Balance Transfers - BTs)
- Employee reimbursements (e.g., mileage, meal per diem, etc.)
- Capital construction **payments**
- Grant agreements
- *Urgent Purchases (see definition below)

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.