

Getting to know OregonBuys terminology

OregonBuys has its own system terms and document names which may differ from what you're used to. Getting to know the terms in this handout will help you better navigate the system. Click [here](#) for a full terminology crosswalk.

**Note: OregonBuys system terms and names do not change what's used in Oregon statute.*

Master Blanket Purchase Order (MBPO)

An MBPO is a contract that allows for releases in OregonBuys. MBPO's include price agreements; contracts that are ongoing, cross biennial, or those with renewal potential; purchase orders that are cross biennial, etc.

Two purchase types

There are two types of purchases that can be made in OregonBuys:

1. Purchases from an MBPO
2. Purchases not from an MBPO

Document names and definitions

For purchases from an MBPO:

Document	Definition
Release Requisition	Internal document created by the user who is making the purchase against an existing MBPO.
Release Purchase Order	A purchase order or work order against an existing price agreement/contract.
Request for Payment Authorization (RPA) Release	Document used to record a purchase made against an MBPO outside of the system that needs to be paid through the state's financial system. <i>*Note: The MBPO must be set up to allow Release RPAs before this document can be created.</i>

For purchases not from an MBPO:

Document	Definition
Open Market Requisition	A request for goods and/or services that are not on contract. This includes DAS-on-behalf-of Requests and internal agency requests for procurement.
Open Market Purchase Order	An open market contract or agreement for one-time purchase of goods/services that are not on MBPO. This also serves as the WOC for these one-time contracts/agreements.
Request for Payment Authorization (RPA) Requisition	Document used to record a purchase of goods/services that are not on MBPO and needs to be paid through the state's financial system. RPA Requisitions are only used in specific instances.