As our agency gets ready to use OregonBuys to capture procure-to-pay processes starting June 1, we want to share the attached process flow with you. This flow shows the steps in the system that happen after a request is placed, through payment, with swim lanes for each system user role. \*Basic process flow is shown - slight variations or additional approval paths may apply.

We know the graphic is detailed and a bit complex, but hope you’ll take a moment to find your role in the flow and see how the work you'll do in the system relates to the bigger picture.

As a reminder, there are three system user roles in OregonBuys (contact your manager if you’re unsure which is assigned to you):

* **Accounts Payable (AP) –** this role can create and submit invoices to pay for goods or services.
* **Basic Purchasing (BP) –**this rolecan create and submit purchase orders and requisitions.
* **Department Access (DA)** – this role primarily uses OregonBuys to request and receive goods and services. There is also a subset of DA users who are Approvers. DA Approvers are typically managers or supervisors.

Lastly, please remember you can take a self-guided OregonBuys course anytime you want to brush up. These courses remain available indefinitely so that you and any new staff that join our team can take them in the future. Visit the [OregonBuys project webpage](https://www.oregon.gov/das/ORBuys/Pages/training.aspx#selfguided) for a list of self-guided courses with links to Workday Learning.

Feel free to reach out if you have any additional questions about OregonBuys.

Sincerely,

[Name and contact info]