As you’re aware, OregonBuys procure-to-pay functionality rolled out on August 1. Our agency can now create requisitions, purchase orders, receiving documents, and invoices in the system. We’re excited to be one of the first agencies to use the functionality.

Here are some tips and tricks that you may find helpful as you begin using the system:

* Purchase Orders: be sure to attach the most current terms and conditions in OregonBuys when processing purchase orders. Use these instructions:
* Standalone POs: Add agency or standard state terms and conditions as an attachment to the PO. To use the standard state terms and conditions, download the most current PDF file by going to the News section on the login page of OregonBuys, click on Links to Templates and Tools, Templates approved for procurement (ELT), then navigate to “Purchase order (PO) standard terms and conditions”.
* MBPOs: if an ordering document exists in the price agreement, attach it to the PO in OregonBuys, then on the OregonBuys PO screen, add text in the **Item Description Field** to reference the master agreement number and a “see attached” statement.
* Purchase Orders: after issuing a purchase order through OregonBuys, it’s a good idea to follow up by phone to verify receipt. If the supplier doesn’t receive the OregonBuys order email, ask them to contact the Supplier Support Desk at 1-855-800-5046 or support.oregonbuys@das.oregon.gov.
* Finding Contracts: if you can’t find a specific contract in OregonBuys, reach out to your agency’s procurement shop, or contact DAS Procurement Services at egs.pscustomercare@das.oregon.gov.
* System Access and Log-In Help: if you have trouble with your system access levels or can’t log in, call the agency helpdesk at 1-888-472-9102 or attend a Zoom drop-in support session (see the table below).

Resource reminders:

* **OregonBuys site URL:** <https://Oregonbuys.gov>.
* **Training and instruction guides:** [OregonBuys training and resources webpage](https://www.oregon.gov/das/ORBuys/Pages/training.aspx)
* **OregonBuys Agency Helpdesk:** 1-888-472-9102 or epro-support@periscopeholdings.com. You can also bring questions to a drop-in support session:

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| --- |
| **Virtual Drop-in Support Sessions** (via Zoom) |
| August 1 through October 3, 2022 * Mondays, Wednesdays, and Fridays from 8 – 10 a.m.
* Tuesdays & Thursdays

from 1 – 3 p.m. |  | URL: <https://us06web.zoom.us/j/3685374434>Dial in (choose one phone number):1 253 215 8782  1 669 900 6833 Meeting ID: 368 537 4434 |

Lastly, we want to thank you for partnering with us in this exciting transition. Please reach out if I can help answer any questions.

Sincerely,

[Name and contact info]