We’re excited to share that as of today (August 1), OregonBuys procure-to-pay functionality is live at our agency! We are one of the first agencies to implement this new functionality, and it feels great to be a trailblazer.

This functionality will help our agency capture information about what we buy and identify areas where we can save money and negotiate better terms. It will also automate many paper and manual processes and reduce dual data entry. Starting today, we can use OregonBuys for procurements and related activities, including creating and processing requisitions and purchase orders, receiving, and creating and processing invoices.

Here are a few resources to help as we move forward:

**How to access OregonBuys**

Here’s the URL to the OregonBuys site: <https://Oregonbuys.gov>. Click on the link, log in, and get started. Consider bookmarking the URL for easy access in the future.

**Activate your account and log in**

If you haven’t already done so, activate your account [using these instructions](https://www.oregon.gov/das/ORBuys/Documents/Rd9_GetReady_AccountActivation.docx). Your system Login ID is your OR number (OR included).

**Training and instruction guides**

Visit the [OregonBuys training and resources webpage](https://www.oregon.gov/das/ORBuys/Pages/training.aspx) for links to OregonBuys courses or to download instruction guides, the updated [agency transition guidance](https://www.oregon.gov/das/ORBuys/Documents/Ph2TransitionGuidance.docx), or the [terminology crosswalk](https://www.oregon.gov/das/ORBuys/Documents/TerminologyCrosswalk%28BothPhases%29.pdf). These resources will remain available to you indefinitely.

**Help and support**

If you need help activating your account or need system support, contact the OregonBuys helpdesk at 1-888-472-9102 or epro-support@periscopeholdings.com. You can also bring questions to a drop-in support session:

|  |
| --- |
| **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 |

As you begin using the system, please know we’re here if you need us. We’re fully committed to making this a smooth transition for our agency. Please reach out if you have any remaining questions after trying the resources listed above.

Sincerely,

Project Coordinator Name

Contact Info