Dear [Recipient name],

I wanted to share an update on how [Agency name] is preparing for the upcoming OregonBuys added functionality roll out. We’ll soon use OregonBuys to capture all procurement-related spend activities from start to finish, including creating requests, issuing purchase orders, receiving goods or services, and entering invoices.

Our agency has a workgroup called a core team. This team is working with the DAS OregonBuys project team to prepare our agency for the change. Over the next several months, we’ll work together to make decisions and manage the related arrangements.

If you’d like to learn more about our core team, please take a few moments to read the attached. You can also visit this link to the [OregonBuys project webpage and look under the “Current list of agency Core Team contacts” for a roster of our agency’s core team members.](https://www.oregon.gov/das/ORBuys/Pages/agencyresources.aspx)

In the meantime, you can reach out to me with questions or contact the DAS OregonBuys project team at oregonbuys.info@das.oregon.gov.

Sincerely,

[Name and contact info]