Dear [Recipient name or Agency name],

Preparations are well underway for the May roll-out of OregonBuys procure-to-pay functionality. As we get ready for the change, we want to share some helpful information with you.

OregonBuys uses system terms and document titles that many find confusing. We’ve identified the top ones in the attached. Please take a few moments to get familiar with these terms and consider keeping the attached for future reference. The handout also includes a link to a [full terminology crosswalk](https://www.oregon.gov/das/ORBuys/Documents/TerminologyCrosswalk%28BothPhases%29.pdf).

We want you to be as prepared as possible for OregonBuys. The best way to get to know the system is to take a virtual facilitated training course. If you haven’t already done so, please work with your manager to [determine what training to attend](https://www.oregon.gov/das/ORBuys/Pages/training.aspx) and get registered today.

Feel free to reach out to me or contact the DAS OregonBuys project team at oregonbuys.info@das.oregon.gov if you have any questions.

Sincerely,

[Name and contact info]