Dear [Recipient name or Agency name],

Our agency team is working hard preparing for the new OregonBuys procure-to-pay functionality. And we thought now would be a good time to share a few things you can look forward to when we Go-live on May 2.

The attached outlines why we need OregonBuys, the project goals, and system benefits. We’re especially excited about these features:

* Automation of manual processes
* Shopping cart purchases in Marketplace
* Easy electronic approvals
* Vendor interactions through the system

Please take a few moments to review the attached and learn more about the value the system brings.

As a reminder, system training is in progress − don’t miss out! Visit the [OregonBuys training webpage](https://www.oregon.gov/das/ORBuys/Pages/training.aspx) for registration information and resources. Be sure to take the facilitated course that fits your system user role, so you’re prepared for May 2.

I’ll be in touch again soon with more information about what to expect with the upcoming rollout. In the meantime, please reach out if I can help answer questions or contact the DAS OregonBuys project team directly at oregonBuys.info@das.oregon.gov.

Sincerely,

[Name and contact info]