It’s time again for me to share OregonBuys information with you. Our agency team is still working hard to finish all the preparation tasks for Go-live on May 2. That's when we'll start using OregonBuys to capture procurement-related purchasing and procurement activities.

Right about now, it may be hard to picture how you will use OregonBuys. To help clear things up, we're sharing the attached document that outlines the tasks each user role can complete in the system. As you review, we hope you’ll see how the tasks in your system role relate to your daily work.

Lastly, we want you to be as ready as possible for OregonBuys. The best way to be prepared is through training. [Click here](https://www.oregon.gov/das/ORBuys/Pages/training.aspx) to view a list of OregonBuys self-guided training courses and instruction guides that remain available to you indefinitely.

I'll be in touch again soon with more information about OregonBuys. In the meantime, please reach out if you have any questions.

Many thanks,

[Name and contact info]