The May 2 rollout of OregonBuys procure-to-pay functionality is almost here. As we make final preparations, there are a few things you should know:

* Transition guidance is available. This guidance explains what to capture in the system and provides processing instructions for specific tasks. [Click here to download this important information](https://www.oregon.gov/das/ORBuys/Documents/Ph2TransitionGuidance.docx).
* Instruction guides are available for processing requisitions (BP/DA users), purchase orders (DA users), and credit memos (AP users). Visit this [OregonBuys training webpage](https://www.oregon.gov/das/ORBuys/Pages/training.aspx) to download these guides.
* There is one more virtual facilitated training session available for the user roles of AP, BP, and DA during the week of April 17. [Click here to view the offerings](https://www.oregon.gov/das/ORBuys/Pages/training.aspx) and get enrollment links. There are also self-guided training courses that remain available in Workday Learning indefinitely. Feel free to brush up any time you need to.

Lastly, be on the lookout for my next OregonBuys message which will have instructions for activating your OregonBuys account. You’ll need to complete this step to access the live environment and be ready for Go-live.

Please reach out if I can help answer any OregonBuys questions.

Sincerely,

[Name and contact info]