

OregonBuys Roles

Every OregonBuys user with login access must be assigned to at least one role. Roles determine what documents and administrative functions the user can access. The table below defines each role and function that will be used in **phase one** of the OregonBuys project.

Department Access (DA)	End User Role - privileges can be restricted to certain parts of the organization <ul style="list-style-type: none"> • Requests (contract shopper or requisitioner) • Receiving
Basic Purchasing (BP)	Buyer Role - broad privileges across the organization <ul style="list-style-type: none"> • Creates requisitions, bids, and purchase orders • Edits existing documents • Receiving
Accounts Payable (AP)	Processes invoices and enters credit memos
Accounts Payable Supervisor	Reviews and approves invoices before they go through the interface to R*STARS/TEAMS
Organization Administrator	Manages organization structure, addresses, users, and approval paths

Terminology Crosswalk

OregonBuys uses documents to conduct procurement and purchasing operations. Users create and submit these documents to request items, conduct solicitations, establish contracts, create POs, place orders against contracts/punch outs, and receive and process payments. The table below shows some of the documents used in OregonBuys.

OregonBuys Document Title	Description
Master Blanket Purchase Order (MBPO)	Contract that allows for releases (i.e price agreement, contracts that are ongoing, cross biennial, or those with renewal potential, etc.)
Release Requisition	Order off of a Master Blanket Purchase Order (MBPO) (agency approval paths would trigger as applicable)
Business Intelligence Module (BI)	Provides robust reporting capabilities on all activities within the system. Three components: <ul style="list-style-type: none"> • Standard report bundle • Ad hoc reporting tool • Ability to create dashboards