

# PREPARE NOW FOR OREGONBUYS

State agencies can prepare now for the OregonBuys eProcurement transition by taking these four steps:

1

## **BUILD YOUR CORE TEAM**

Include representatives from procurement, purchasing, and finance/accounts payable

2

## **PICK AN ORGANIZATION ADMINISTRATOR**

This person administers users, approval paths, organization units, and bill to/ship to addresses

3

## **KNOW YOUR BUSINESS PROCESS**

Take inventory of existing procurement, purchasing and payment operations

4

## **START COMMUNICATING**

Build support by talking about OregonBuys with your internal leadership and teams

### **Join us at a future OregonBuys Monthly Forum:**

- October 10, 2019 from 9 - 11 a.m.
- November 14, 2019 from 9 - 11 a.m.
- December 12, 2019 from 9 - 11 a.m.
- January 8, 2020 from 9 - 11 a.m.

All forums will be held at the Employment Department Auditorium



## **What is OregonBuys?**

OregonBuys is web-based tool that automates procure-to-pay processes — it will be the new statewide eProcurement solution.

## **Why do we need it?**

To automate processes, eliminate duplicative and manual steps, and capture information so we can better understand what Oregon state government buys.

## **What is the time line?**

First phase is to replace ORPIN (spring 2020), followed by deploying full procure-to-pay functionality to all executive branch agencies in a series of three waves (by summer 2021).

## **Who is affected?**

All state agencies — staff in procurement, accounts payable, those who submit purchase requisitions or process purchase orders, managers who approve purchases, vendors who do business with the state, local governments, and potentially others.

## **6 intended project outcomes:**

1. State agencies adopt OregonBuys as their eProcurement system.
2. State spend data is captured and reported on through OregonBuys.
3. Strategic sourcing plans are in place for how the state will identify strategic sourcing opportunities to optimize state spend.
4. Prompt payment of invoices results in increased discounts.
5. Increased competition for state contracts results in better contract terms and potential cost savings.
6. ORPIN is decommissioned and a plan is established to replace and decommission other agency procurement systems.

