**Wave 1 Agency Staff Talking Points**

**For Working with Suppliers**

* As of August 1, 2022, the following agencies will be using OregonBuys to issue purchase orders and send supplier notification emails:

1. Department of Administrative Services
2. Department of Consumer and Business Services
3. Department of Energy
4. Department of Geology and Mineral Industries
5. Department of Human Services
6. Legislative Administration Committee
7. Legislative Commission on Indian Services
8. Legislative Counsel Committee
9. Legislative Equity Office
10. Legislative Fiscal Office
11. Legislative Policy and Research Committee
12. Legislative Revenue Office
13. Oregon Board of Nursing
14. Oregon Department of Forestry
15. Oregon Government Ethics Commission
16. Oregon Health Authority
17. Oregon State Police
18. Oregon Water Resources Department
19. Oregon Watershed Enhancement Board
20. Psychiatric Security Review Board
21. Secretary of State
22. Travel Information Council

* State agencies who are not on the list will continue using existing ordering processes until 2023.
* The way suppliers receive purchase orders and submit invoices will differ depending on the agency they do business with.
* When doing business with the agencies in the list above, suppliers will receive purchase orders and notifications via email from [donotreply@oregonbuys.gov](mailto:donotreply@oregonbuys.gov)
  + Suppliers need to ensure the email address on their OregonBuys account is current, so they receive all notifications.
  + If suppliers get an electronic purchase order via OregonBuys, they have the option to convert or “flip” the PO into an invoice and send back through the system. This is known as PO Flip and using may help the supplier get paid faster. Click here to read supplier [PO Flip instructions](https://www.oregon.gov/das/ORBuys/Documents/OrBuysPOFlipGuide.pdf) or click here for the [PO Flip video](https://www.periscopeholdings.com/courses/vendorinvoicepoflip/#/).
  + More supplier instructions and videos are available on our website: <https://www.oregon.gov/das/ORBuys/Pages/supplierresources.aspx>
* Supplier support and help: suppliers who need system help or assistance can either call 1-855-800-5046 or email [support.oregonbuys@das.oregon.gov](mailto:support.oregonbuys@das.oregon.gov)