**Wave 2 Agency Staff Talking Points**

**For Working with Suppliers**

* As of May 2, 2023, the following agencies will be using OregonBuys to issue purchase orders and send supplier notification emails (those marked with an \*asterisk are new to this functionality):

1. Board of Licensed Social Workers\*
2. Board of Pharmacy\*
3. Business Oregon\*
4. Department of Administrative Services
5. Department of Agriculture\*
6. Department of Consumer and Business Services
7. Department of Education\*
8. Department of Energy
9. Department of Geology and Mineral Industries
10. Department of Human Services
11. Department of Land Conservation and Development\*
12. Department of Public Safety Standards and Training\*
13. Department of State Lands\*
14. Department of Revenue\*
15. Employment Relations Board\*
16. Higher Education Coordinating Commission\*
17. Housing and Community Services Department\*
18. Land Use Board of Appeals\*
19. Legislative Administration Committee
20. Legislative Commission on Indian Services
21. Legislative Counsel Committee
22. Legislative Equity Office
23. Legislative Fiscal Office
24. Legislative Policy and Research Committee
25. Legislative Revenue Office
26. Oregon Board of Nursing
27. Oregon Department of Forestry
28. Oregon Government Ethics Commission
29. Oregon Health Authority
30. Oregon Liquor and Cannabis Commission\*
31. Oregon Medical Board\*
32. Oregon Military Department\*
33. Oregon State Marine Board\*
34. Oregon State Police
35. Oregon Water Resources Department
36. Oregon Watershed Enhancement Board
37. Public Employees Retirement System\*
38. Public Utility Commission\*
39. Psychiatric Security Review Board
40. Secretary of State
41. State Library\*
42. Teacher Standards and Practices

* State agencies who are not on the list above will continue using existing ordering processes until late 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.
* Suppliers should also make the ‘[donotreply@oregonbuys.gov](mailto:donotreply@oregonbuys.gov)’ a trusted sender so messages don’t go into their email junk folder.
* 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 the OregonBuys 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)