

## VELEZ Amy E \* DAS

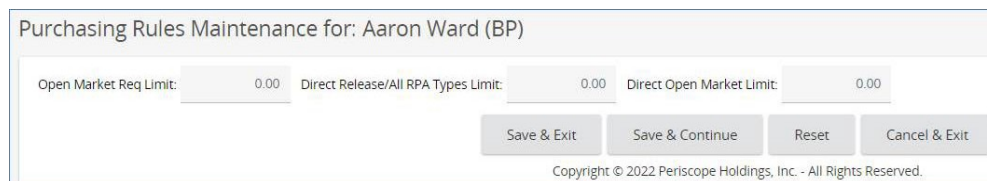
---

**From:** HELVEY Adam L \* DAS  
**Sent:** Tuesday, April 25, 2023 10:53 AM  
**To:** Cameron Jeffery M; BITTEL Jennifer; Baker Kimberly K; Arnold Richard; Hawes Ryan N; KLINE Bonnie \* BIZ; KAUWE Bryant \* BIZ; FLAGER Joe \* DSL; RAMOS Jeanne A \* DOR; DIXON Grant H \* OMD; john.j.reyes.nfg@mail.mil; BRUMFIELD Nathan \* OMD; CORNISH Christine \* BOAT; MARCHANT Preston \* BOAT; BERGERSON Adam R \* DPSST; ANDERSON Michael J \* DPSST; BRANCO Scott ASB \* DPSST; WYNN Bryan \* PERS; KELLY-HARRIMAN Lisa M \* HECC; ZIGLINSKI Shannon \* HECC; NIELSON Derek J \* SLO; COBB Brandon \* ODE; julia.alpernas@state.or.us; Renee.house@state.or.us; LANE David \* ODA; RITTENHOUSE Ann; LOPEZ Cassidy; OWENS Jody K; VANHOOSE Kayla; LOVEJOY Melissa E; TALBOTT Missy \* OLCC; BRANDT Carol A \* OMB; SEAMAN Barbara \* PUC; ANDERSON Imee \* PUC; LEDBETTER Barbara \* HCS; Noga Brian \* HCS; NELSON Jessica \* HCS; FLICKINGER Sandra \* HCS  
**Cc:** KICZA Andy \* DAS; VELEZ Amy E \* DAS  
**Subject:** OregonBuys Go Live OA Info

Dear Wave 2 Organization Administrators,

The May 2 Go-live of OregonBuys procure-to-pay functionality is just around the corner. And as the organization administrator, you play a critical role in getting your agency ready for the change.

Below is a list of items that need to be reviewed and completed in PROD before the Go-live date. Please also



remember that instructions and self-guided courses are still available [on our website](#) to help you as you make your way down the list:

- Review user list, roles, privileges, purchasing limits, departments/locations, etc.
  - Be sure to adjust agency user purchasing rules/limits (see screenshot)
- Configure/confirm/modify approval paths (if applicable)
- Configure credit memo reason(s)
- Confirm custom columns
- Update your agency's News Items ([click here for instructions on how to add News Items](#))
  - Add an announcement that tells your staff how to get post Go-live support:  
Contact OregonBuys helpdesk 1-888-472-9102 or [epro-support@periscopeholdings.com](mailto:epro-support@periscopeholdings.com) for help in activating your account or to get system support.  
You can also bring questions to a virtual drop-in support session offered via MS Teams:  
May 2 to 23, Mon-Fri, from 8 – 9 a.m.  
[Click here to join the meeting](#), or call in for audio only: [+1 647-793-7613](tel:+16477937613), 334527853#  
Meeting ID: 334 527 853#
- We also recommend that you develop a process for how your agency can request changes that the OA is responsible for, including how the changes are approved and how/when the OA makes the changes.

Lastly, we encourage you to take advantage of the May 2-23 virtual drop-in support sessions if you have questions about any of the above tasks. Or feel free to reach out to us if you need other assistance.

Thank you for your continued commitment to this work,

Adam Helvey



**Adam Helvey OPMA**  
Oregon Buys Agency Liaison  
ORCPP and Sustainability  
Program Manager  
(C) 971-349-2329  
(F) 503-373-1626  
<http://procurement.oregon.gov>  
Data Classification Level 2 - Limited