As you’re aware, OregonBuys procure-to-pay functionality rolled out to our agency on May 2. We can now use the system to create requisitions, purchase orders, receiving documents, and invoices.

Here are some tips and tricks that you may find helpful as you begin using the system:

* Biennium Crossover Processing: read these [instructions](https://www.oregon.gov/das/ORBuys/Documents/BienniumCrossoverProcessing.docx) to learn how to continue existing contracts or work orders from one biennium to the next, and how to enter new purchases for a future biennium.
* Purchase Orders: be sure to attach the most current terms and conditions in OregonBuys when processing purchase orders. Use these instructions:
* Standalone POs: Add agency or standard state terms and conditions as an attachment to the PO. To use the standard state terms and conditions, download the most current PDF file by going to the News section on the login page of OregonBuys, click on Links to Templates and Tools, Templates approved for procurement (ELT), then navigate to “Purchase order (PO) standard terms and conditions”.
* MBPOs: if an ordering document exists in the price agreement, attach it to the PO in OregonBuys, then on the OregonBuys PO screen, add text in the **Item Description Field** to reference the master agreement number and a “see attached” statement.
* Purchase Orders: after issuing a purchase order through OregonBuys, it’s a good idea to follow up by phone to verify receipt. If the supplier doesn’t receive the OregonBuys order email, ask them to contact the Supplier Support Desk at 1-855-800-5046 or [support.oregonbuys@das.oregon.gov](mailto:support.oregonbuys@das.oregon.gov).
* Finding Contracts: if you can’t find a specific contract in OregonBuys, reach out to your agency’s procurement shop, or contact DAS Procurement Services at [egs.pscustomercare@das.oregon.gov](mailto:egs.pscustomercare@das.oregon.gov).
* System Access and Log-In Help: if you have trouble with your system access levels or can’t log in, call the agency helpdesk at 1-888-472-9102 or attend a drop-in support session (see the table below).

Here are some additional resource reminders:

* **OregonBuys site URL:** <https://Oregonbuys.gov>.
* **Training and instruction guides:** [OregonBuys training and resources webpage](https://www.oregon.gov/das/ORBuys/Pages/training.aspx)
* **OregonBuys Agency Helpdesk:** 1-888-472-9102 or [epro-support@periscopeholdings.com](mailto:epro-support@periscopeholdings.com). You can also bring questions to a drop-in support session:

|  |  |  |
| --- | --- | --- |
| **Virtual Drop-in Support Sessions** (via MS Teams) | | |
| * May 2 – 23, 2023 (dates may be extended) * Monday – Friday * From 8 – 9 a.m. |  | [Click here to join the meeting](https://gcc02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253ameeting_MzMxMWJlYjctZGU4NS00MWIyLTkwZTItOGYxNjkyNjM4NDBk%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%252290d9ea2a-12a2-4d80-bcc3-3feeb0a6ad82%2522%252c%2522Oid%2522%253a%2522767c5bd4-9978-4385-8786-00fec2ca1c36%2522%257d&data=05%7C01%7CAmy.E.VELEZ%40stateoforegon.mail.onmicrosoft.com%7Cf71ae0fc6e3c4b1a476308db403319af%7Caa3f6932fa7c47b4a0cea598cad161cf%7C0%7C0%7C638174360461635443%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=2P3TRA%2BqDuvd5VpSeidKVzbgzLLlq8AkEJaGiwJJ6LU%3D&reserved=0)  Or call in for audio only:  [+1 647-793-7613,,334527853#](tel:+16477937613,,334527853# )  Meeting ID: 334 527 853# | |

Lastly, we want to thank you for partnering with us in this exciting transition. Please reach out if we can help answer any questions.

Sincerely,

[Name and contact info]