Dear valued supplier,

We want to make you aware of upcoming changes that may affect the way you do business with certain state agencies. As of September 19, most state agencies will use OregonBuys to issue electronic purchase orders and other supplier notifications.

**What does this mean to you?**

* The way you receive purchase orders and submit invoices may differ depending on which agency you’re doing business with.
* OregonBuys (*donotreply@oregonbuys.gov)* will send important notifications and electronic purchase orders to the email address listed on your supplier account. Be sure to keep the email on your account current and mark *donotreply@oregonbuys.gov* as a trusted sender so our messages don’t go into your junk folder.
* If you receive an electronic purchase order via OregonBuys, you have the option to convert or “flip” the PO into an invoice and send it back to the agency through the system. This is known as PO Flip and using it may help you get paid faster. [Click here](https://www.oregon.gov/das/ORBuys/Documents/OrBuysPOFlipGuide.pdf) to learn about PO Flip and [visit our website](https://www.oregon.gov/das/ORBuys/Pages/supplierresources.aspx) for more system instructions, including how to access and acknowledge purchase orders and how to locate and respond to change orders. For invoicing options external to OregonBuys, contact the purchasing agency.

**Agency List**

On September 19, 2023, the following agencies will use OregonBuys to issue electronic purchase orders and send notifications to you by email (those marked with an \*asterisk are new to this functionality):

1. Board of Licensed Social Workers
2. Board of Pharmacy
3. Bureau of Labor and Industries\*
4. Business Oregon
5. Commission for the Blind\*
6. Construction Contractors Board\*
7. Department of Administrative Services
8. Department of Agriculture
9. Department of Consumer and Business Services
10. Department of Early Learning and Care
11. Department of Education
12. Department of Energy
13. Department of Environmental Quality\*
14. Department of Fish and Wildlife\*
15. Department of Geology and Mineral Industries
16. Department of Human Services
17. Department of Justice\*
18. Department of Land Conservation and Development\*
19. Department of Public Safety Standards and Training
20. Department of Revenue
21. Department of State Fire Marshal\*
22. Department of State Lands
23. Department of Veterans’ Affairs\*
24. District Attorneys and their Deputies\*
25. Employment Relations Board
26. Higher Education Coordinating Commission
27. Housing and Community Services Department
28. Land Use Board of Appeals
29. Legislative Administration Committee
30. Legislative Commission on Indian Services
31. Legislative Counsel Committee
32. Legislative Equity Office
33. Legislative Fiscal Office
34. Legislative Policy and Research Committee
35. Legislative Revenue Office
36. Mental Health Regulatory Agency\*
37. Mortuary and Cemetery Board\*
38. Occupational Therapy Licensing Board\*
39. Office of the Governor\*
40. Office of the Long-Term Care Ombudsman\*
41. Oregon Advocacy Commissions Office\*
42. Oregon Board of Accountancy\*
43. Oregon Board of Chiropractic Examiners\*
44. Oregon Board of Dentistry\*
45. Oregon Board of Medical Imaging\*
46. Oregon Board of Naturopathic Medicine\*
47. Oregon Board of Nursing
48. Oregon Criminal Justice Commission\*
49. Oregon Department of Emergency Management\*
50. Oregon Department of Forestry
51. Oregon Forest Resources Institute\*
52. Oregon Government Ethics Commission
53. Oregon Health Authority
54. Oregon Liquor and Cannabis Commission
55. Oregon Medical Board
56. Oregon Military Department
57. Oregon Parks and Recreation Department\*
58. Oregon Racing Commission\*
59. Oregon State Marine Board
60. Oregon State Police
61. Oregon Water Resources Department
62. Oregon Watershed Enhancement Board
63. Oregon Youth Authority\*
64. Public Defense Services Commission\*
65. Public Employees Retirement System
66. Public Records Advocate\*
67. Public Utility Commission
68. Psychiatric Security Review Board
69. Real Estate Agency\*
70. Secretary of State
71. State Library
72. Speech Pathology & Audiology Board of Examiners\*
73. State Board of Tax Practitioners\*
74. State Parole and Post-Prison Supervision\*
75. Teacher Standards and Practices
76. Veterinary Medical Examining Board\*

We want to thank you for your patience during this transition. If you need OregonBuys assistance, contact the supplier support desk at 1-855-800-5046 or support.oregonbuys@das.oregon.gov.

Sincerely,

OregonBuys Program

*Department of Administrative Services*

*Procurement Services*