We’re excited to share that as of today, September 19, OregonBuys procure-to-pay functionality is live at our agency!

This functionality will help our agency capture information about what we buy and identify areas where we can save money and negotiate better terms. It will also automate many paper and manual processes and reduce dual data entry. Starting today, we can use OregonBuys for procurements and related activities, including creating and processing requisitions and purchase orders, receiving, and creating and processing invoices.

Here are a few resources to help as we move forward:

**How to access OregonBuys**

Here’s the URL to the OregonBuys site: <https://Oregonbuys.gov>. Click on the link, log in, and get started. Consider bookmarking the URL for easy access in the future.

**Activate your account and log in**

If you haven’t already done so, activate your account [using these instructions](https://www.oregon.gov/das/ORBuys/Documents/Wave3Rd10_GetReady_AccountActivation.docx). Your system Login ID is either your OR number (OR included) or your state email address.

**Training and instruction guides**

Visit the [OregonBuys training and resources webpage](https://www.oregon.gov/das/ORBuys/Pages/training.aspx) for links to OregonBuys courses or to download instruction guides, the updated [agency transition guidance](https://www.oregon.gov/das/ORBuys/Documents/Ph2TransitionGuidance.docx), or the [terminology crosswalk](https://www.oregon.gov/das/ORBuys/Documents/TerminologyCrosswalk(BothPhases).pdf). These resources will remain available to you indefinitely.

**Help and support**

If you need help activating your account or need system support, contact the OregonBuys helpdesk at 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) | | |
| * Sept. 19 – Oct. 30, 2023 * Monday – Friday * From 1 – 2 p.m. |  | [Click here to join the meeting](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fl%2Fmeetup-join%2F19%3Ameeting_MmQ5OWYyZTMtNmZiZC00NGIwLTgxZWEtYWRiMjljZTVhMjVm%40thread.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%26anon%3Dtrue&type=meetup-join&deeplinkId=d06af80a-ed77-4a35-acf3-70a65a71bc85&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)  Or call in for audio only:  [+1 647-793-7613,,198425462#](tel:+16477937613,,198425462# )  Phone Conference ID: 198 425 462# |

As you begin using the system, please know we’re here if you need us. We’re fully committed to making this a smooth transition for our agency. Feel free to reach out if you have any remaining questions after using the help and support resources listed above.

Sincerely,

Project Coordinator Name

Contact Info