**Wave 3 Agency Staff Talking Points**

**For Working with Suppliers**

* As of September 19, 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):

Board of Licensed Social Workers

Board of Pharmacy

Bureau of Labor and Industries\*

Business Oregon

Commission for the Blind\*

Construction Contractors Board\*

Department of Administrative Services

Department of Agriculture

Department of Consumer and Business Services

Department of Early Learning and Care

Department of Education

Department of Energy

Department of Environmental Quality\*

Department of Fish and Wildlife\*

Department of Geology and Mineral Industries

Department of Human Services

Department of Justice\*

Department of Land Conservation and Development\*

Department of Public Safety Standards and Training

Department of Revenue

Department of State Fire Marshal\*

Department of State Lands

Department of Veterans’ Affairs\*

District Attorneys and their Deputies\*

Employment Relations Board

Higher Education Coordinating Commission

Housing and Community Services Department

Land Use Board of Appeals

Legislative Administration Committee

Legislative Commission on Indian Services

Legislative Counsel Committee

Legislative Equity Office

Legislative Fiscal Office

Legislative Policy and Research Committee

Legislative Revenue Office

Mental Health Regulatory Agency\*

Mortuary and Cemetery Board\*

Occupational Therapy Licensing Board\*

Office of the Governor\*

Office of the Long-Term Care Ombudsman\*

Oregon Advocacy Commissions Office\*

Oregon Board of Accountancy\*

Oregon Board of Chiropractic Examiners\*

Oregon Board of Dentistry\*

Oregon Board of Medical Imaging\*

Oregon Board of Naturopathic Medicine\*

Oregon Board of Nursing

Oregon Criminal Justice Commission\*

Oregon Department of Emergency Management\*

Oregon Department of Forestry

Oregon Forest Resources Institute\*

Oregon Government Ethics Commission

Oregon Health Authority

Oregon Liquor and Cannabis Commission

Oregon Medical Board

Oregon Military Department

Oregon Parks and Recreation Department\*

Oregon Racing Commission\*

Oregon State Marine Board

Oregon State Police

Oregon Water Resources Department

Oregon Watershed Enhancement Board

Oregon Youth Authority\*

Public Defense Services Commission\*

Public Employees Retirement System

Public Records Advocate\*

Public Utility Commission

Psychiatric Security Review Board

Real Estate Agency\*

Secretary of State

State Library

Speech Pathology & Audiology Board of Examiners\*

State Board of Tax Practitioners\*

State Parole and Post-Prison Supervision\*

Teacher Standards and Practices

Veterinary Medical Examining Board\*

* 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 ‘[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)