

## VELEZ Amy E \* DAS


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**Sent:** Thursday, September 7, 2023 4:13 PM  
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**Subject:** Go-live Info for Wave 3 OA's

Dear Wave 3 Organization Administrators,

The September 19 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



Purchasing Rules Maintenance for: Aaron Ward (BP)

Open Market Req Limit: 0.00 Direct Release/All RPA Types Limit: 0.00 Direct Open Market Limit: 0.00

Save & Exit Save & Continue Reset Cancel & Exit

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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:  
September 19 to October 30, Mon-Fri, from 1 – 2 p.m.  
[Click here to join the meeting](#), or call in for audio only: +1 647-793-7613,,198425462# Phone Conference ID: 198 425 462#
- 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 September 19 – October 30 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



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