As our agency gets ready to use OregonBuys to capture procure-to-pay processes starting on September 19, we want to share the attached process flow with you. This flow shows the steps in the system that happen after a request is placed, through payment, with swim lanes for each system user role. \*Basic process flow is shown - slight variations or additional approval paths may apply.

We know the graphic is detailed and a bit complex, but hope you’ll take a moment to find your role in the flow and see how the work you'll do in the system relates to the bigger picture.

As a reminder, there are three system user roles in OregonBuys (contact your manager if you’re unsure which one is assigned to you):

* **Accounts Payable (AP) –** this role can create and submit invoices to pay for goods or services.
* **Basic Purchasing (BP) –**this rolecan create and submit purchase orders and requisitions.
* **Department Access (DA)** – this role primarily uses OregonBuys to request and receive goods and services. There is also a subset of DA users who are Approvers. DA Approvers are typically managers or supervisors.

Lastly, the best way to be prepared for OregonBuys is to take training. **Be sure to** **take advantage of the virtual facilitated trainings offered now through the end of August**. You can also take self-guided courses anytime you want to brush up. Self-guided courses remain available indefinitely so that you and any new staff that join our team can take them in the future. Visit the [OregonBuys project webpage](https://www.oregon.gov/das/ORBuys/Pages/training.aspx#selfguided) for links to the virtual facilitated training registration, self-guided courses, or to download instruction guides.

Feel free to reach out if you have any additional questions about OregonBuys.

Sincerely,

[Name and contact info]