Dear [Recipient name or Agency name],

Our agency team is working hard preparing for the new OregonBuys procure-to-pay functionality. And we thought now would be a good time to share a few things you can look forward to when we Go-live on September 19.

The attached outlines why we need OregonBuys, the project goals, and system benefits. We’re especially excited about these features:

* Automation of manual processes
* Shopping cart purchases in Marketplace
* Easy electronic approvals
* Vendor interactions through the system

Please take a few moments to review the attached and learn more about the value the system brings.

I’ll be in touch again soon with information about upcoming training and more on what to expect with the rollout. In the meantime, please reach out if I can help answer questions or contact the DAS OregonBuys project team directly at oregonBuys.info@das.oregon.gov.

Sincerely,

[Name and contact info]