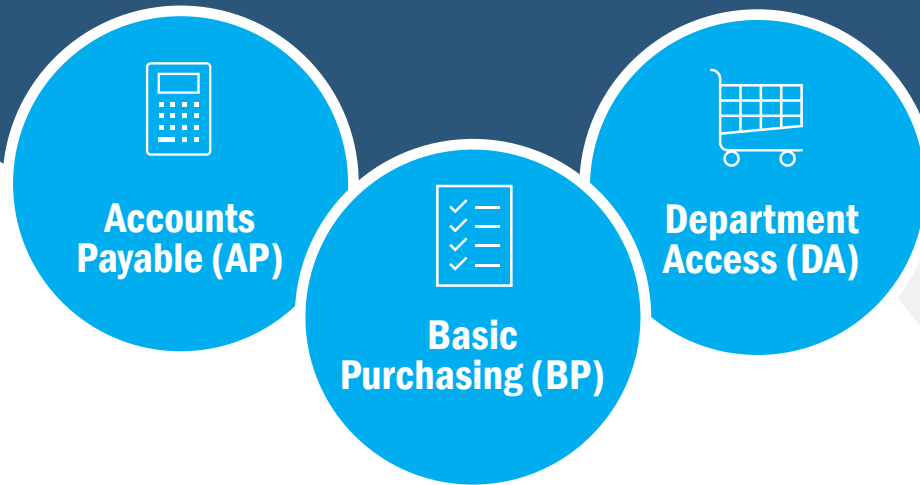


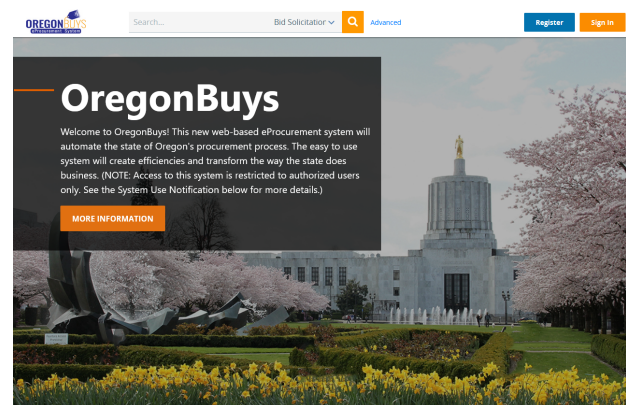
# HOW WILL I USE OREGONBUYS?

OregonBuys is a role-based system. The role assigned to you determines what tasks you can perform. These are the three system roles:



When procure-to-pay functionality rolls out to our agency on Sept. 19, we will begin using OregonBuys to capture procurement-related purchasing and procurement activities. Outlined below are the tasks each user role will be able to perform in the system. Contact your manager if you're unsure which role is assigned to you.

*Click here to view definitions of terms used in this document in the terminology crosswalk.*



**AP**

## ACCOUNTS PAYABLE

- Create invoices
- Finalize invoices
- Ensure payment is issued
- Credit memos

**BP**

## BASIC PURCHASING

- Convert Requisitions into Bid Solicitations and POs
- Create & perform Bid Solicitations for vendor selection & award
- Create Open Market POs & MBPOs
- BP can also do all DA tasks

**DA**

## DEPARTMENT ACCESS

- Search for goods or services
  - Purchase goods or services
  - Request goods or services
  - Receiving tasks
- DA APPROVERS:**
- Approve documents