The September 19 rollout of OregonBuys procure-to-pay functionality is almost here. As we make final preparations, there are a few things you should know:

* Transition guidance is available. This guidance explains what to capture in the system and provides processing instructions for specific tasks. [Click here to download this important information](https://www.oregon.gov/das/ORBuys/Documents/Ph2TransitionGuidance.docx).
* Instruction guides are available for processing requisitions (BP/DA users), purchase orders (DA users), and credit memos (AP users). Visit this [OregonBuys training webpage](https://www.oregon.gov/das/ORBuys/Pages/training.aspx) to download the guides.
* We’ve added one more virtual facilitated training session for each user role of AP, BP, and DA during the week of September 11. [Click here to view the offerings](https://www.oregon.gov/das/ORBuys/Pages/training.aspx) and get enrollment links. There are also self-guided training courses that remain available in Workday Learning indefinitely. Feel free to brush up any time you need to.

Lastly, be on the lookout for my next OregonBuys message which will have instructions for activating your OregonBuys account. You’ll need to activate your account to access the live environment and be ready for Go-live.

Please reach out if I can help answer any OregonBuys questions.

Sincerely,

[Name and contact info]