



# ORS 190 Guidance

<b>Question Answered:</b>	How do I publish an ORS 190 (Intergovernmental Agreement) in OregonBuys?
<b>Audience:</b>	State Agency

*Disclaimer: The following guidance is provided by DAS State Procurement Services as an overview of this process. Some Agencies may have internal policies, procedures or guidelines further explaining steps in this guidance document. Please check with your agency procurement office for further details.*

**Vendor Help Desk** [support.oregonbuys@oregon.gov](mailto:support.oregonbuys@oregon.gov) or 1-855-800-5046

**State Agency / OrCPP User Help Desk** [epro-support@periscopeholdings.com](mailto:epro-support@periscopeholdings.com) or 1-888-472-9102

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# How do I post notice of an ORS 190 Agreement in OregonBuys?

## Summary:

Oregon Revised Statute (ORS 190.115) explains state agencies must submit a summary of intergovernmental agreements through electronic means. This document explains the process to submit through OregonBuys the required documentation.

## Background: An Overview of ORS 190s

These are cooperative agreements between Governmental Units and are further explained in Oregon Revised Statute Chapter 190 and in the Oregon Procurement Manual. They include the following types of agreements:

- Interagency Agreements (IAA) among agencies of Oregon state government.
- Intergovernmental Agreements (IGA) among the Oregon public agencies of state, local or federal government.
- Interstate Agreements (ISA) among Oregon public agencies and public agencies of other states.
- International Agreements (INA) among agencies of Oregon state government and countries outside of the United States.
- Tribal Agreements among Oregon public agencies and American Indian tribes or an agency of an American Indian tribe.

*General information about Intergovernmental Agreements can be found [here](#) in the Oregon Procurement Manual. Please note that Grants are not considered ORS 190s and are out of scope for OregonBuys.*

## ORS 190s and OregonBuys

It is important to recognize that while a summary of an Intergovernmental agreement IS REQUIRED to be posted by electronic means in OregonBuys, no payments for ORS 190s should be processed using OregonBuys. Financial transactions should be arranged directly through the agency's accounting system.

The summary requirement may be met by attaching supporting documentation providing specific information detailed in statute (ORS 190.115). The attachments will follow, at minimum, these guidelines:

- 1) If the agreement is between two or more state agencies, An Interagency Agreement (IAA) [form](#) should be completed outside of OregonBuys and will be uploaded as an attachment. The parties to the agreement are listed on the form as "First Agency" and "Second Agency." The "First Agency" on the form is the agency that will post the Summary in OregonBuys.

This Agreement is between \_\_\_\_\_ (insert name of first agency) ("FIRST AGENCY")  
(select abbreviation for agency and replace FIRST AGENCY with the abbreviation throughout the  
agreement) and \_\_\_\_\_ (insert name of second agency) ("SECOND AGENCY") (select

- 2) If the agreement is another kind of ORS 190, a summary of the agreement will be uploaded as an attachment. Any parties to the agreement will need to be registered as a Supplier in OregonBuys. Click [here](#) for guidance on creating a supplier/vendor account.

## Scenario

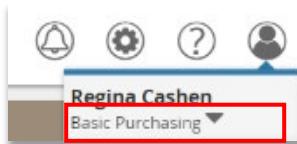
Oregon Department of Administrative Services has developed an Interagency Agreement (ORS 190) with Oregon Department of Education. The terms of the agreement have been discussed and agreed upon and the Interagency Agreement form has been completed. Summary notice must now be provided in OregonBuys.

## Process for Posting Summary of an ORS 190

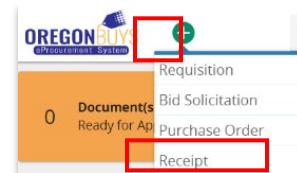
This process can begin in two ways. The first is by creating a Purchase Order (MBPO). This is how we will demonstrate the process in this guidance document. The second way is by converting a submitted requisition to a Master Blanket Purchase Order.

### Step 1: Creating the Summary – General Tab

1. Log into OregonBuys in Basic Purchaser Role



2. Select the green "+" and "Purchase Order."



3. Select method to create a new purchase order. For this guidance document, we are demonstrating creating a posting from scratch. Check with your agency to determine if there are options for cloning a or creating a purchase order from a submitted requisition.

Create a New Purchase Order

Please select the method to create a new purchase order:

Create a purchase order from scratch.

Clone a purchase order from another purchase order.

Create a purchase order from requisitions.

4. Select "Blanket" for PO Type, then Continue.

PO Type of the New Purchase Order\*:  Blanket

5. Provide a Short Description. Enter a short title that starts with IGA. (e.g. IGA – City of Gresham Transportation Plan; IGA - Columbia Gorge CC)

**NOTE: Any field in Oregon Buys with an \*asterisk is required.**

New PO

General Items Vendor Routing Attachments Notes Change Orders Reminders

PO Number:

Short Description\*:  IGA with Dept Education

6. Select purchaser from dropdown – The purchaser will be set as the default purchaser when the document is created. OregonBuys will default to your account.

Purchaser:

Cashen, Regina

7. Select fiscal year (the fiscal year dropdown in OregonBuys correlates to the State of Oregon Appropriation Year - aka Biennium). Traditionally, there will be only one option, but this may change as a new biennium approaches.

Fiscal Year:

2025

The MBPO must be put in 'Sent' status by the end of the Fiscal (Appropriation) Year. If your document will not be ready by that time, then the next Fiscal Year should be used.

8. From the Dropdown menus, select the appropriate Departments and Location for the request.

Department*:	107090 - Procurement Services
Location*:	005 - Training

9. Leave "Solicitation Enabled" unchecked.

10. Leave Print Format to 'Purchase Order Print.'

Print Format: *	Purchase Order Print
-----------------	----------------------

11. These fields are optional and may be left blank. Check with your agency for further instructions on field utilization.

Days ARO:	0
Retainage %:	0.0
Contact Instructions:	
Actual Cost:	\$0.00
DOJ Review? :	
Related OregonBuys Document :	
Mandatory? :	No

Check Oregon Procurement Manual to determine need for DOJ Review

Who will an inquirer contact about this agreement?

There may be a requisition or another document you wish to reference.

12. Set 'Discipline type' to ORS 190.

Discipline Type* :	ORS190
ORS190* :	A and E A and E Related Services Ordinary Construction Personal Services Public Improvement Supplies Trade Services ORS190 Subgrantee (non-procurement)
DOJ Review? :	
Related OregonBuys Document :	
Mandatory? :	

13. Choose the kind of ORS 190 you are utilizing:

ORS190* :	Intergovernmental Interagency Interstate International Tribal
DOJ Review? :	
Related OregonBuys Document :	
Mandatory? :	

14. The Release type should be set to Standard Release with RPA release not enabled. The other columns in the image on the right do not need to be configured.

Receipt Method:	Quantity <input type="button" value="▼"/>
PO Type:	Blanket <input type="button" value="▼"/>
Organization:	Department of Administrative Services
Seller Blanket Change Order Enabled: <input type="checkbox"/>	
Payment Method: <input type="button" value="▼"/>	
Release Type:	Standard Release <input type="button" value="▼"/> <input checked="" type="checkbox"/>
RPA Release Allowed: <input type="checkbox"/>	

15. Click "Save and Continue"

Save & Continue

## Step 2: Items Tab

At the top of the screen, you will be on the **Items Tab**

General	Items <input type="button" value=""/>	Vendor	Routing	Control	Attachments(1)	Notes	Change Orders	Reminders	Summary
---------	---------------------------------------	--------	---------	---------	----------------	-------	---------------	-----------	---------

Every document in OregonBuys requires an Item so you will see this error message:

Master Blanket Purchase Order PO-10700-00029508

General	Items <input type="button" value=""/>	Vendor	Routing	Control	Attachments	Notes	Change Orders	Reminders	Summary																								
<table border="1"> <tr> <td>General</td> <td>Notes</td> </tr> <tr> <td colspan="2"> <b>General Item Information Validation Errors</b>            This document has no normal/orderable items.         </td> </tr> <tr> <td colspan="10">There are no items. Please click 'Add Item' or 'Search Items' below to add an item.</td> </tr> <tr> <td colspan="10"> <a href="#">Search Items</a> <a href="#">Add Item</a> <a href="#">Exit</a> </td> </tr> </table>										General	Notes	<b>General Item Information Validation Errors</b> This document has no normal/orderable items.		There are no items. Please click 'Add Item' or 'Search Items' below to add an item.										<a href="#">Search Items</a> <a href="#">Add Item</a> <a href="#">Exit</a>									
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There are no items. Please click 'Add Item' or 'Search Items' below to add an item.																																	
<a href="#">Search Items</a> <a href="#">Add Item</a> <a href="#">Exit</a>																																	

1. Select 'Add Item'.

There are no items. Please click 'Add Item' or 'Search Items' below to add an item.

<a href="#">Search Items</a>	<a href="#">Add Item</a> <input type="button" value=""/>	<a href="#">Exit</a>
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2. Leave the Begin and End dates blank.

Begin Date: <input type="text"/>	End Date: <input type="text"/>
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3. For 'Description' type  
Interagency/Intergovernmental  
Agreement:

Description * <input type="text"/> <input type="button" value=""/>	Interagency/Intergovernmental Agreement
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4. Input the Not to Exceed (NTE) Amount of the contract into the 'Unit Cost' – This is an exception to other MBPO guidance where the NTE goes into the 'Dollar Limit' on the Control Tab, however ORS190s are the exception where the Dollar Limit should be set to \$.01 and the NTE goes on the Items Tab.

Receipt Method	Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
Quantity	0.0	0.00	\$0.00	EA	0.0	0.00	\$0.00

5. Select NIGP codes for ORS 190s as 963-43.

NIGP Class\*: 963      963 - MISCELLANEOUS FEES, DUES, PERM...

NIGP Class Item\*: 43      43 - Intergovernmental and Inter-Ag...

6. The 'Additional product information' and 'Image management' fields are not required.

7. Select Save & Exit to continue to the Vendor Tab.

Additional product information ▶  
Image management ▶

Save & Exit

## Step 3: Vendor Tab

General   Items   **Vendor**   Routing   Control   Attachments(1)   **Notes**   Change Orders   Reminders   Summary

Posting summary notice in the following manner will allow all parties to the agreement see the posted ORS 190 summary while logged into any of their accounts while communicating relevant information about the agreement in a public view.

You will first see a Vendor Validation Error:

**Vendor Validation Errors**  
No PO Vendor.  
A mailing address must be specified for the selected vendor.

1. At the bottom, select Lookup & Add Vendor. This is where you select your partnering agency from your Intergovernmental Agreement. Your partnering entity must have a seller/vendor account in OregonBuys.

Lookup & Add Vendor

2. You can search several ways. In the sample agreement with the Department of Education, most state agencies have "Department" as part of their name, so we are searching with the Vendor Name as "Department."

You can search several ways. In the sample agreement with the Department of Education, most state agencies have "Department" as part of their name.

3. Select "Find It"

Vendor Lookup

Search Using: ALL of the criteria

Find It  Clear

Search Fields:

Vendor ID	Vendor Name
<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Vendor Legal Name
<input type="text"/>	Alternate ID
<input type="text"/>	County
<input type="text"/>	<input type="button" value="▼"/>
<input type="checkbox"/> Emergency Suppliers	

4. Select the radio button once you have identified the correct Vendor account.

<input checked="" type="radio"/>	V00000022	Oregon	1936001954	Mar 25, 2024	Sep 30, 2019
<input type="radio"/>	V00000820	Oregon	1936002375,CV20010922	Aug 2, 2023	

5. Select "Add Vendor"

6. Payment Terms/Shipping Method Not Required
7. Click Save & Continue
8. The Vendor tab will now be populated with the correct agency.

OREGONBUYS Procurement System

Search... Marketplace

General Items Vendor Routing Control Attachments Notes Change Orders Reminders Summary

General Subcontractors Distributors

Confirmation Messages  
Changes saved successfully.

Vendor ID	Alternative ID	Integration ID(s)	Vendor Name	Preferred Delivery Method	Vendor Address
V00000022	1936001954	Oregon Department of Education	Email <input type="text"/>	Po Mailing Address <input type="text"/>	Remit Address - DEPARTMENT OF EDUCATION OFFICE OF CHILD

DEPARTMENT OF EDUCATION  
OFFICE OF CHILD CARE  
875 UNION ST NE  
SALEM, OR 97311-0000  
Email:  
Phone: 5039471400  
FAX: 5039471428  
Id: 22857  
Alternate Id: 003

9. All parties to the agreement should be added to the subtab called 'Distributors.' (It is below the 'Vendor' tab.)

a. Select the 'Distributors' button.



b. On the Vendor Distributor List a party to the agreement may already be populated. Select 'Lookup & Add Vendor Distributors' so this list reflects the parties to the agreement.

**Vendor Distributor List**

Vendor ID	Alternative ID	Vendor Name	Categories	Preferred Delivery Method	Vendor Distributor Status	Delete All
V00000022	1936001954	Oregon Department of Education		Email	Active	<input type="checkbox"/>

Include Primary Vendor in the Vendor Distributor List

**Important:** Please save your changes before looking up and adding vendor distributors, sorting table. Otherwise, your changes will be lost.

**Buttons:** Save & Continue, Reset, **Lookup & Add Vendor Distributors**

**Lookup & Add Vendor Distributors**

c. The process for looking up additional vendors replicates the actions to identify additional parties to the agreement. The image below includes the two parties to an ORS 190 agreement.

V00000022	1936001954	Oregon Department of Education
V00000475	1930505794	OR Department of Public Safety Standards and Training

Include Primary Vendor in the Vendor Distributor List

Checking the box above will list all agencies as parties to the agreement.

**Vendor Distributor List**

Vendor ID	Alternative ID	Vendor Name	Categories	Preferred Delivery Method	Vendor Distributor Status	Delete All
V00000022	1936001954	Oregon Department of Education		Email	Active	<input type="checkbox"/>
V00000475	1930505794	OR Department of Public Safety Standards and Training		Email	Active	<input type="checkbox"/>

Include Primary Vendor in the Vendor Distributor List

**Important:** Please save your changes before looking up and adding vendor distributors, sorting table. Otherwise, your changes will be lost.

**Buttons:** Save & Continue, Reset, **Lookup & Add Vendor Distributors**

10. Existing vendor status can be adjusted by setting status to active, inactive, pending, or deleted.

Vendor Distributor Status	Delete All
Inactive	<input type="checkbox"/>
Pending	<input type="checkbox"/>

11. You can ignore Payment Terms, Freight Terms, Shipping Method and Shipping Terms.

12. Select Save & Continue: Save & Continue

## Step 4: Routing Tab

The Routing tab is not applicable at this point in the document creation.

General   Items   Vendor   Routing   Control   Attachments(1)   **Notes**   Change Orders   Reminders   Summary

## Step 5: Control Tab

General   Items   Vendor   Routing   Control   Attachments(1)   **Notes**   Change Orders   Reminders   Summary

1. You will receive an error message until a 'control' value is set.

General   Admin Fees

**Master Control Validation Errors**

At least one control is required for master blankets/contracts.

2. You will set your Begin and End dates to align with Intergovernmental agreement form. Some ORS 190 agreements do not have expiration dates, but a date will need to be entered into the system. We recommend setting it as far out as possible. The format must be MM/DD/YYYY.

Master Blanket Begin Date\*: 07/08/2024  

Master Blanket End Date\*: 10/23/2024  

3. Cooperative Purchasing Allowed – Checking this box will allow additional agencies to be added to the Control tab of the Master Blanket Purchase Order.

Cooperative Purchasing Allowed

4. Select the correct department for the agency posting the summary – i.e. the agency initiating the summary notice in OregonBuys.

Organization: 10700 - Department of Administrative Services

Department: 107090 - Procurement Services

Dollar Limit: 0.0

Minimum Order Amount: 0.0

**Dollar Limit set to 0 indicates no limit.**

Save & Continue | Reset

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5. Select the search icon to add in the same agency or agencies you have listed on the vendor/distributor tab. This allows the contracts to be found if someone searches for ORS 190s for any of the parties to the contract, otherwise, they will only see the ORS 190 if they searched for the agency that posted the summary notice.

Add New:

47100 Employment Department

58100 Department of Education

60300 Department of Agriculture

Select

6. For Department, select “Agency Umbrella Master Control – ALL ORG”

AGY Agency Umbrella Master Control ALL ORG

7. Set Dollar Limits for each Organization to .01 (They will default to \$0.00) This ensures payments are not processed through OregonBuys on an ORS190.

Master Blanket Purchase Order PO-10700-00029605

General Items Vendor Routing Control Attachments Notes Change Orders Reminders Summary

General Admin Fees

Master Blanket Begin Date\*: 05/15/2024

Master Blanket End Date\*:

Include in Marketplace Search

Cooperative Purchasing Allowed

Organization	Department	Dollar Limit
10700 - Department of Administrative Services	107090 - Procurement Services	0.01
25900 - Department of Public Safety Standards and Training	AGY - Agency Umbrella Master Control	0.01
58100 - Department of Education	AGY - Agency Umbrella Master Control	0.01

8. Select **Save & Continue**

## Step 6: Attachments Tab

General Items Vendor Routing Control **Attachments** Notes Change Orders Reminders Summary

1. Upload any supporting files or forms. Be aware OregonBuys will not accept file names that include the following symbols: ! @ % \$ % ^ & ( )\_{} |[]';,-= File changes will need to be made at the repository level (at the source) instead of being changed in OregonBuys.

2. Click on Add File – Note – the ‘Add Form’ button does not have any associated functionality associated in OregonBuys and therefore should not be used.

No Form Attachments

Add File

Add Form

**TIP** – Users are encouraged to ‘Drag & Drop’ the attachments from their directory onto the ‘Browse’ button in OregonBuys Note – You must drag and land **exactly on the ‘Browse...’** button or the browser will ask if you’re trying to open the file. This will automatically populate the Name of the Attachment to be the same as the Name of the file which will reduce confusion for anyone accessing the attachments.

#### Add File

**Name** is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Name\*:

Description:

File\*:

Browse... No file selected.

Search File

Location:

10700

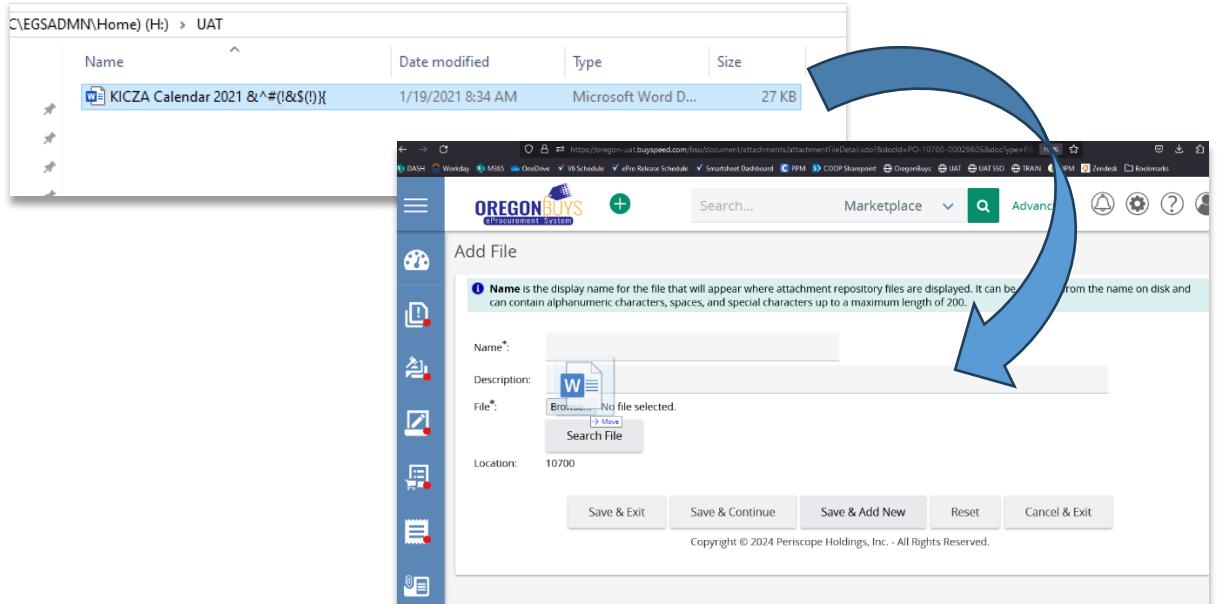
Save & Exit

Save & Continue

Save & Add New

Reset

Cancel & Exit



3. If you have additional files, click ‘Save & Add New’.

Save & Exit

Save & Continue

Save & Add New

Reset

Cancel & Exit

Note: ‘Search File’ provides the ability to search for attachments previously uploaded by your organization.

Name\*:

Description:

File\*:

Choose File No file chosen

Search File

Location:

10700

4. When you have finished adding all your attachments, then Click 'Save & Exit'.
5. OregonBuys will now display your Attachment(s) in the Agency Subtab.

6. You may now select whether these Attachments should be available to the parties on the Control Tab by checking the 'Show Vendor' checkbox.
7. By checking the 'Confidential' checkbox, the attachment is available to users within your organization.
8. The 'Order' field will determine the order of the list when there are multiple attachments on the document.
9. To remove an attachment, check the box for the attachment under the 'Delete' header and click 'Save & Continue.'

## Step 7: Notes Tab

General Items Vendor Routing Control Attachments(1) **Notes** Change Orders Reminders Summary

Notes entered on your ORS190 will be visible to anyone logged into an OregonBuys Agency Account who has access to the document. The Note will not be visible to anyone using the Public Search, or to a user logged into their 'Seller' Account (unless you check the 'Show Vendor' Checkbox on your Note).

## Step 8: Change Orders Tab

General Items Vendor Routing Control Attachments(1) **Notes** **Change Orders** Reminders Summary

1. Change Orders are available once the ORS190 is in '**Sent**' Status (after the initial posting is complete).
2. Change Orders apply to a wide variety of changes that are allowed, but the **Vendor** (the agency listed on the Vendor's tab) and the **fiscal year** cannot be changed.
3. Change Orders on ORS190s will most likely be for the following:
  - a. Updating the dates on the Control Tab
  - b. Adding or Removing Organizations to the Control Tab
  - c. Adding or Removing Attachments

d. Although you can do a Change Order for 'Items', it is unlikely to be necessary on an ORS190.

## Step 9: Reminders Tab

General Items Vendor Routing Control Attachments(1) Notes Change Orders Reminders **Reminders** Summary

A reminder is a user created notification for someone with OregonBuys. The Reminder can either be internal only to the system or can be e-mailed to a user (including yourself).

Reminders are typically used to remind the parties of upcoming Contract Expirations.

General	Items	Vendor	Routing	Control	Attachments(1)	Notes	Change Orders	<b>Reminders</b>	Summary
Due Date* (MM/DD/YYYY)	Comment* (max 250 characters)	Remind Whom*			Days Prior to Remind*	Date Completed (MM/DD/YYYY)	Send Email	Date Entered	Entered By
<input type="button" value=""/>	<input type="text"/>	<input type="button" value=""/>			<input type="button" value="0"/>	<input type="checkbox"/>			
<input type="button" value="Save &amp; Continue"/> <input type="button" value="Reset"/>									

## Step 10: Summary Tab

General Items Vendor Routing Control Attachments(1) Notes Change Orders Reminders **Summary**

The summary tab is an overview of entries prior to submitting your document

1. Review for accurate information in the header.

Header Information		Marketplace	
Purchase Order Number:	PO-10700-00029605	Release Number:	0
Status:	3PI - In Progress	Purchaser:	Andy* Kicza
Fiscal Year:	2025	PO Type:	Blanket
Organization:	Department of Administrative Services	Location:	000 - Administrator
Department:	107090 - Procurement Services	Entered Date:	05/08/2024 01:49:52 PM
Alternate ID:		Retainage %:	0.00%
Days ARO:	0	Actual Cost:	\$0.00
Release Type:	Direct Release , RPA Release Not Allowed	Payment Method:	
Contact Instructions:		Seller Blanket Change Order Enabled: No	
Invoice Method:	Three Way Match		
Print Format:			
Solicitation Enabled:	No		
Discipline Type:	ORS190		
ORS190:	Interagency		
DOJ Review?:			
Related OregonBuys Document:			
Mandatory?:	No		
Notes:	This is a Note from an Agency		

2. Ensure your attachments are posted.

Attachments	
Agency Files:	KICZA Calendar 2021 &#40;1&#41;--4.docx
Agency Forms:	
Vendor Files:	KICZA Calendar 2021 &#40;1&#41;--4.docx
Vendor Forms:	

Current Org: Department of Administrative Services | May 29, 2024 1:27:09 PM PST

3. Review vendor and department information to ensure participant and department accuracy.

**Primary Vendor Information & PO Terms**

**Vendor:** V00000022 - Oregon Department of Education  
Lillie Gray  
255 Capitol ST  
Salem, OR 97310  
US  
Email: test@periscopeholdings.com  
Phone: (123)456-7890  
Id: 21

**Payment Terms:** F.O.B., Destination  
**Shipping Method:** Freight Disallowed

**Shipping Terms:** Freight Terms:

**Master Blanket Vendor Distributor List**

Vendor ID	Alternative ID	Integration ID(s)	Vendor Name	Preferred Delivery Method	Vendor Distributor Status
V00000022	1936001954		Oregon Department of Education	Email	Active
V00000475	1930505794		OR Department of Public Safety Standards and Training	Email	Active

**Master Blanket Controls**

**Master Blanket Begin Date:** 05/15/2024    **Master Blanket End Date:** 12/31/2851  
**Include in Marketplace Search:** No  
**Cooperative Purchasing Allowed:** Yes

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount
10700 - Department of Administrative Services	107090 - Procurement Services	\$0.01	\$0.00	\$0.00
25900 - Department of Public Safety Standards and Training	AGY - Agency Umbrella Master Control	\$0.01	\$0.00	\$0.00
58100 - Department of Education	AGY - Agency Umbrella Master Control	\$0.01	\$0.00	\$0.00

Current Org: Department of Administrative Services | May 29, 2024 1:27:09 PM PST

4. Click the 'Submit for Approval' button to trigger the approval for your MBPO.

Submit for Approval

Cancel PO

Clone PO

Print

Print Vendor Copy

Review Vendor Information (above) and Vendor Distributor

5. If your Agency has an approval path, then your document will follow the pre-established approval paths.

6. If your Agency does not have an approval path set up for this document type, then you will have the option for 'Manual' or 'Automatic' approval.

Master Blanket Purchase Order PO-10700-00029605

No approval path meets the document criteria. Do you want to manually add approvers or mark the document as approved?

Manually add approvers  
 Automatic approval

Please select an approver if you want to manually add approvers.

Approver

Add Approver

Save & Continue

Cancel & Exit

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7. **Important:** You must click SAVE & Continue or your document will not move from In Progress Status to 'Ready to Send' Status.

8. Select either 'Send Email and Notify Vendor' or 'Set to Printed Status'

- Both Options Move the document from 'Ready to Send' status to its final status of 'Sent'.
- Selecting 'Send Email and Notify Vendor' will send an e-mail notification to the vendor(s) listed on the Summary Tab.

Vendor Notification Actions

Options:  Send Email and Notify Vendor  Set to Printed Status

Save & Continue

Cancel PO

Clone PO

Print

Print Vendor Copy

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- c. Selecting 'Set to Printed Status' will not generate an e-mail notification.

9. Click 'Save & Continue'

10. The document status will change from 'In Progress' to 'Sent.'

11. Now that your document is in 'Sent' status, if you need to make a change/correction, follow the instructions in step 8 above for Change Orders.

If your ORS190 was sent through an OregonBuys Approval Path, then the Approval information will be populated on the 'Routing' tab.