



# OregonBuys

## REGISTER NOW

to

### prevent delay of payment!

The Oregon Department of Forestry (ODF) has a new eProcurement system called OregonBuys.

### ONLINE REGISTRATION STEPS:

Navigate to <https://OregonBuys.gov>

1

Click the **REGISTER** button on the upper right corner of the page.



2

Enter your general business data: tax id, company name and business email address.

3

Enter administrator user data:

name, phone, user ID, password, and e-mail address.

4

Enter NIGP codes to receive notifications of bid opportunities.

**You must have a computer to register. If you do not, you can go to an ODF district office to register.**

### First time being paid by ODF?

After registering, mail or fax your W9 to:

Oregon Dept. of Forestry  
Attn: Accounts Payable  
2600 State Street  
Salem, OR 97310

Fax: 503-945-7252

**Questions for Accounts Payable?**

Email: [odf.accountspayable@oregon.gov](mailto:odf.accountspayable@oregon.gov)

### NEED REGISTRATION ASSISTANCE?

Email: [support.oregonbuys@oregon.gov](mailto:support.oregonbuys@oregon.gov)

Phone: 1-855-800-5046

Support Hours: 7 a.m. - 6 p.m. PT Mon - Fri



<https://oregonbuys.gov>