

Dear valued supplier,

We want to make you aware of upcoming changes that may affect the way you do business with certain state agencies.

In August 2022, state agencies in the Agency List below will begin using OregonBuys to issue electronic purchase orders and other supplier notifications. All other state agencies will continue using existing ordering processes until 2023.

What does this mean to you?

- The way you receive purchase orders and submit invoices may differ depending on which agency you're doing business with.
- OregonBuys (donotreply@oregonbuys.gov) will send notification of electronic purchase orders to the email address listed on your supplier account. Be sure to keep the email on your account current and mark donotreply@oregonbuys.gov as a trusted sender so our messages don't go into your junk folder.
- If you receive an electronic purchase order via OregonBuys, you have the option to convert or "flip" the PO into an invoice and send it back to the agency through the system. This is known as PO Flip and using it may help you get paid faster. [Click here](#) to learn about PO Flip and [visit our website](#) for more system instructions, including how to access and acknowledge purchase orders and how to locate and respond to change orders. For invoicing options external to OregonBuys, contact the purchasing agency.

Agency List

In August 2022, the following agencies will use OregonBuys to issue electronic purchase orders and send notifications to you by email:

1. Department of Administrative Services
2. Department of Consumer and Business Services
3. Department of Energy
4. Department of Geology and Mineral Industries
5. Department of Human Services
6. Legislative Administration Committee
7. Legislative Commission on Indian Services
8. Legislative Counsel Committee
9. Legislative Equity Office
10. Legislative Fiscal Office
11. Legislative Policy and Research Committee
12. Legislative Revenue Office
13. Oregon Board of Nursing
14. Oregon Department of Forestry
15. Oregon Government Ethics Commission
16. Oregon Health Authority
17. Oregon State Police
18. Oregon Water Resources Department
19. Oregon Watershed Enhancement Board
20. Psychiatric Security Review Board
21. Secretary of State
22. Travel Information Council

Thank you for your patience during this transition. If you need OregonBuys assistance, contact the supplier support desk at 1-855-800-5046 or support.oregonbuys@das.oregon.gov.

Sincerely,

OregonBuys Program
Department of Administrative Services
Procurement Services