



Glossary for OrCPP Members

OregonBuys document or action	Oregon's use of document	Notes
Amendment	<ul style="list-style-type: none"> Bid Addenda Bid Revision Intent to Award on a Bid 	Agency will specify in the Amendment Note and Attachment name whether it is an addenda, revision, etc. Agency will create an amendment to post Intent to Award notice on a Bid.
Available Date (on a Bid)		The date/time when the Bid will be made available for vendors. If the available date is in the past when the bid is placed into "Sent" status, the available date will automatically be updated to match the "Sent" date.
Award		Final step of Bid process where agency uses the Bid Tab to designate which vendor(s) are awarded the procurement.
Bid (a.k.a. Solicitation)	<ul style="list-style-type: none"> Opportunity Notice 	RFP, ITB, Sole Source Notice, Request for Information, etc. Agency will specify type in both the Procurement Method and Short Description fields.
Bid Opening Date		The date/time when vendor responses to Bids will no longer be accepted. This was formerly known as the "Closing Date & Time."
Change Order	<ul style="list-style-type: none"> Contract Amendment(s) Contract Revision(s) Change Order 	Refers to almost any change within the system. The attachment name should reflect the intent of the change. There is also a field to note details of the change order.
Closed Bid/ Restricted Bid		A bid that is only visible to vendors who are invited to participate. The Bid Type on the General tab must be 'Closed,' and 'Restricted bid, only selected vendors can view and respond' must be selected on the Bidders tab.
Credit Memo		Document that creates a credit associated with a vendor that will be captured on a future invoice.
Direct Release		This type of Release Requisition automatically creates a Release Purchase Order that is sent to the Vendor upon approval. The release type is set on the Master Blanket Purchase Order and is commonly used for the procurement of goods.
Document Status		As documents are processed in OregonBuys, their status changes to allow/disallow various functions associated with processing the document. Most documents begin with an In Progress status. There is an Appendix of document status codes at the end of this document.



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Informal Bid	<ul style="list-style-type: none"> • Intermediate Procurement(s) • Includes other processes where vendors are invited to submit quotes. 	Process used when a good or service needed does not have an existing contract and does not meet the threshold for formal bidding. It is accomplished through an Open Market Requisition process in OregonBuys.
Invoice		An OregonBuys document requesting payment be issued to a vendor for the purchase of goods or services.
Master Blanket Purchase Order (MBPO)	<ul style="list-style-type: none"> • Contract • Price Agreement • ORS190 	The overarching document within OregonBuys that outlines the terms of the Contract including items allowed to purchase, organizations and users allowed to purchase, dollar limits, and begin and end dates.
Open Bid/ Unrestricted Bid		A bid that is publicly available for viewing/responses by all vendors. This is set by 'Bid Type' on the General Tab of a Bid document. The Bidders Tab should also reflect 'Unrestricted bid, all vendors can view and respond.'
Open Market Purchase Order		A one-time purchase in OregonBuys for goods or services that do not already exist on contract.
OrCPP Agency account		A type of account in OregonBuys that allows access to Statewide Price Agreements and allows users to post solicitations in OregonBuys.
Purchase Order		The OregonBuys general term for a contract which could represent a Master Blanket Purchase Order, an Open Market Purchase Order, or Release Purchase Order.
Quote		Created by a Vendor in response to a Bid Solicitation. Also used as proposals for services or responses to Grant Opportunities.
Receipt		A document in OregonBuys that acknowledges that a good has been received or a service has been rendered.
Terms and Categories	<ul style="list-style-type: none"> • Vendor demographic data • COBID certification • ODOT participation • Terms and Conditions 	These are fields meant to provide further details about vendors regarding acceptance of terms and conditions, willingness to partner with ODOT, vendor demographic information, and COBID certification status. Most fields are vendor self-populated except for COBID certifications.

Solicitation	
2BI - In Progress	This is a solicitation document in draft stage. It is saved and is editable. The required fields will need to be completed prior to being published for vendors.
2BO - Opened	The submitted quotes from the vendors have been opened and are in the process of being reviewed. No further quotes can be received during this status.
2BPO - Gone to PO	The solicitation has been awarded and is converted to a Purchase Order. This is the final step of the solicitation process.
2BR - Ready to Send	Status after the approval pathway is complete. The document is ready to post by the BP user.
2BRA - Ready for Approval	Status after the draft solicitation has been submitted for approval and is going through an approval pathway. The approver can approve, disapprove, or cancel the document.
2BRT - Returned	Status after an approver has denied the solicitation; The originator can reopen the document, which moves in back to "In Progress" for editing.
2BS - Sent	Status after bid has posted; the majority of fields are locked and require a bid amendment for editing.
2BE - Evaluated	The solicitation is ready to award but a purchase order has not yet been issued to a named vendor(s). This is an optional step. All fields are locked on the bid and 'Bid Tab'
2BA - Approved	Status after the final approver has approved the 'Bid Tab'; all fields are locked on the bid and 'Bid Tab'; Bid approved and ready for vendor awarding.
2BCL - Closed	When a solicitation has concluded without being awarded. User will provide a reason in an open text field.
2BC - Canceled	Status indicates the solicitation process was canceled. You can only see quotes on cancelled solicitations, if the solicitation type is ITB, RFQ, or informal quote.

Purchase Order	
3PI - In Progress	This is a purchase order in its initial draft stage. Most fields are editable.
3PRA - Ready for Approval	Status after the draft purchase order has been submitted for approval and is going through an approval pathway.
3PRT - Returned	Status after an approver on the approval pathway has disapproved the Purchase Order. The originating user can reopen the document, moving it back to 'In Progress' status for editing.
3PRS - Ready to Send	Approval Complete; The Purchase order is ready to post
3PS - Sent	Status after the Purchase Order has been sent to the vendor. Document is locked for editing. Changes need to be accomplished through 'Change Order'.
3PPR - Partial Receipt	Status when some of the items have been receive and are ready to be paid via invoice. A user has created a receipt indicating that item(s) were partially received.
3PCR - Complete Receipt	Status indicating all item(s) have been receive and are ready to be paid via invoice.
3PCA - Canceled	The purchase order has been canceled. Enterprise guidance for Purchase Orders that have gone to 'Sent' status is to not cancel. Document will remain visible only to logged in users.
PCO - Closed	Indicates a Purchase Order is complete and is now retained for historical purposes. Fields are locked for editing. AP users can close Pos or BP users may using PO Closeout functionality.