Dear valued supplier,

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

As of May 2, 2023, more than half of state agencies will be using OregonBuys to issue electronic purchase orders and other supplier notifications. The remaining state agencies will continue using existing ordering processes until the end of 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 important notifications and 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](https://www.oregon.gov/das/ORBuys/Documents/OrBuysPOFlipGuide.pdf) to learn about PO Flip and [visit our website](https://www.oregon.gov/das/ORBuys/Pages/supplierresources.aspx) 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**

On May 2, 2023, the following agencies will use OregonBuys to issue electronic purchase orders and send notifications to you by email (those marked with an \*asterisk are new to this functionality):

1. Board of Licensed Social Workers\*
2. Board of Pharmacy\*
3. Business Oregon\*
4. Department of Administrative Services
5. Department of Agriculture\*
6. Department of Consumer and Business Services
7. Department of Education\*
8. Department of Energy
9. Department of Geology and Mineral Industries
10. Department of Human Services
11. Department of Land Conservation and Development\*
12. Department of Public Safety Standards and Training\*
13. Department of State Lands\*
14. Department of Revenue\*
15. Employment Relations Board\*
16. Higher Education Coordinating Commission\*
17. Housing and Community Services Department\*
18. Land Use Board of Appeals\*
19. Legislative Administration Committee
20. Legislative Commission on Indian Services
21. Legislative Counsel Committee
22. Legislative Equity Office
23. Legislative Fiscal Office
24. Legislative Policy and Research Committee
25. Legislative Revenue Office
26. Oregon Board of Nursing
27. Oregon Department of Forestry
28. Oregon Government Ethics Commission
29. Oregon Health Authority
30. Oregon Liquor and Cannabis Commission\*
31. Oregon Medical Board\*
32. Oregon Military Department\*
33. Oregon State Marine Board\*
34. Oregon State Police
35. Oregon Water Resources Department
36. Oregon Watershed Enhancement Board
37. Public Employees Retirement System\*
38. Public Utility Commission\*
39. Psychiatric Security Review Board
40. Secretary of State
41. State Library\*
42. Teacher Standards and Practices\*

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](mailto:support.oregonbuys@das.oregon.gov).

Sincerely,

OregonBuys Program

*Department of Administrative Services*

*Procurement Services*