**OregonBuys**

Hi and welcome to information on the OregonBuys system. OregonBuys is a database of state accepted contracts that Western, as a state agency, may utilize. These contracts provide special pricing for all state agencies. The purpose of OregonBuys is to save the university funds by taking advantage of better pricing and to ensure we are complying with WOU procurement policy’s section on diversity, equity, and inclusion. This site is not only for purchasing. We can also use it for bidding processes or meeting competitive process requirements for our service contracts; please contact Legal ([richterm@wou.edu](mailto:richterm@wou.edu)) for information regarding these uses of OregonBuys.

Many of our day-to-day operational items like janitorial services, food vendors, lab supplies, medical supplies, office furniture etc… are covered under these contracts. Some of the vendors we already use have contracts that we may or may not be taking advantage of.

Separate login credentials are required to access the OregonBuys system. If you are a primary purchaser and feel that access to this site would be beneficial for you, please reach out to the Procurement Accountant. Please email your request to [jonescl@wou.edu](mailto:jonescl@wou.edu) and include your name, email address, phone #, and department name. Please also copy your budget authority on the email, for their approval.

If you are only looking for one or two items, but not enough to warrant having login credentials, please email the Procurement Accountant at [jonescl@wou.edu](mailto:jonescl@wou.edu) with the following information: what item/service you are looking for, vendor name if applicable, and any other key words that the service could be under (for example janitorial service could also be custodian, cleaning supplies, chemicals, etc..). I will search the website for you and reply with what vendors are offering that service and the contract number to provide to the vendor.

Pricing information is not available on the website. This site is only to find the contract number and the vendor that can be used. Use of this site is not mandatory, however it is highly encouraged as it complies with WOU procurement policy’s section on diversity, equity, and inclusion.