

April 13, 2017

State of Missouri Purchase Orders generated through MissouriBUYS/WebProcure

The State of Missouri is in the early stages of generating purchase orders to vendors through our new statewide eProcurement system, MissouriBUYS, utilizing the WebProcure application. If you are set up to receive purchase orders by email, we recommend taking the following steps to ensure email communications are received:

- **Verify your network firewall** is configured to accept emails from the domain used for MissouriBUYS-generated email notifications which is: WebProcure.Support@perfect.com. If you are uncertain on how to do this, we recommend contacting technical staff within your organization or reaching out to your email service provider directly. **PLEASE NOTE:** Your receipt of this message verifies the ability to receive email notifications from this domain. However, firewall settings may provide limitations on what attachments you can receive (max. document size that can be sent from MissouriBUYS is 10 megabytes) and content filtering (security settings or emails recognized as spam).
- **Verify the Purchase Order Contact Information** in your MissouriBUYS vendor profile is current as purchase orders issued through MissouriBUYS/WebProcure will be dispatched to the contact listed. If the contact information is not current, please make the appropriate changes to ensure purchase orders can be received. (Please refer to the 'Instructions for Editing & Managing Your Vendor Profile' on the MissouriBUYS website (<https://missouribuys.mo.gov>) if you need to make changes.)

In addition, vendors are encouraged, but not required, to acknowledge receipt of the purchase order by sending an email confirmation to the state's purchase order contact as referenced in the purchase order notification. Vendors can also login to their WebProcure account through MissouriBUYS to acknowledge receiving the purchase order.

In order for a state agency to issue a purchase order against an active contract through MissouriBUYS, the awarded contractor must be registered and have an 'Approved' status in MissouriBUYS. If you need to check your status to see if you're an 'approved' vendor, login to MissouriBUYS, select **My Account** from the drop down arrow by your name, expand **Account Management**, click on **Add New Buyer**, and click on **Reset**. Your status for the State of Missouri buying organization will populate in the **Your Status** column. If your status is 'Pending', please contact MissouriBUYS@mo.gov or (573) 751-2971 for assistance.

Periodic updates and announcements will be posted on the MissouriBUYS website, so please check the website often for new information.

Thank you for being a valuable vendor to our state!

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