

State Agency Purchases Through MissouriBUYS/WebProcure

Missouri state agencies are processing orders for products and services through MissouriBUYS/ WebProcure. As a vendor for the State of Missouri, we urge you to review the following information regarding agency purchases through MissouriBUYS.

- Purchase Orders generated in MissouriBUYS (utilizing WebProcure) will have the MissouriBUYS logo at the top of the purchase order. This will be the only purchase order you receive from the agency for the product(s) or service(s) ordered.
- The 'Purchase Order Contact' identified in your company's profile in MissouriBUYS will receive purchase orders from the state. Purchase orders will be sent to this contact at the email address shown in the profile. If there is no email address listed for the Purchase Order Contact, the purchase order will be sent to the fax number listed for the Purchase Order Contact.
- If you need to edit the information shown for your company's Purchase Order Contact, please refer to the 'Instructions for Editing & Managing Your Vendor Profile' document on MissouriBUYS (<https://missouribuys.mo.gov>).
- Purchase orders sent to vendors via email through MissouriBUYS/WebProcure will contain the purchase order number in the subject line as well as in the body of the email.
- If you are set up to receive purchase orders by email, please make sure your network firewall is configured to accept emails from the domain used for MissouriBUYS-generated email notifications which is MissouriBUYS@perfect.com.
- The Purchase Order Contact generally will receive a change order or cancellation (if either is issued), and the change order or cancellation will be received in the same manner as the original purchase order.
- Some purchase orders may contain attachments (i.e. supplier quote for item(s) being purchased, item specification, coupon for item, etc.). Attachments may be at the overall purchase order level or at the line item level. The maximum size of an attachment to a purchase order from the state is 10 megabytes.
- 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 the WebProcure system through MissouriBUYS (<https://missouribuys.mo.gov>) to acknowledge receiving the purchase order.
- You can also access your orders by logging into your-MissouriBUYS account and clicking on the 'State of Missouri' buying organization link in the 'Orders' section. You can double check, acknowledge, and/or mark orders as Pending in MissouriBUYS. Additional information about this tool can be found in WebProcure's 'Online Help' tutorial (i.e. log in to MissouriBUYS; click on 'Need Help?' next to your name in the upper right hand corner; click on **Online Help**).
- You can control who in your company has 'Access to Order Management' and who can 'Acknowledge Orders' in MissouriBUYS by selecting or unselecting these Permission boxes for each user. See the 'Instructions for Editing & Managing Your Vendor Profile' document on the MissouriBUYS website to edit a user's Permissions.
- If a buyer has a question for you about an item(s), the buyer will be able to submit a query to you through MissouriBUYS prior to issuing an official purchase order.

Revised 5/4/20