

Template for Agencies to use to inform vendors about their agency’s/division’s transition to MissouriBUYS.

Send the following e-mail to the vendor’s main contact.

Subject: Transition to MissouriBUYS

The State of Missouri is currently implementing [MissouriBUYS](https://missouribuys.mo.gov/), a secure statewide eProcurement system that is powered by WebProcure through the state’s partner, Perfect Commerce. Vendor registration in MissouriBUYS was launched on August 31, 2015. As a vendor for our agency, please take the steps now to register in MissouriBUYS if you have not already done so. Go to [MissouriBUYS](https://missouribuys.mo.gov/) and click on Register. Be sure and select at least one UNSPSC commodity code for your business so you can receive notification of bid opportunities.

Following the rollout of vendor registration, the State of Missouri began phasing out the former On-Line Bidding/Vendor Registration System website. On September 8, 2015 the Division of Purchasing began using the [Bid Board](https://missouribuys.mo.gov/bidboard.html) in MissouriBUYS to post new bid opportunities. All new bid opportunities posted generate automated notifications to vendors registered in MissouriBUYS based on commodity codes entered during a vendor’s registration.

Our agency, the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (will be/is not) transitioning our bid postings to MissouriBUYS effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Beginning on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued by our agency will be posted on the consolidated [Bid Board](https://missouribuys.mo.gov/bidboard.html) in [MissouriBUYS](https://missouribuys.mo.gov/). Our agency’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will continue to be posted on our bid site. *(Agencies should modify this paragraph based on their agency’s intentions; i.e. all postings in MissouriBUYS, some on agency’s website, etc. Also may need to address where any outstanding bids may be posted that haven’t closed yet.)*