

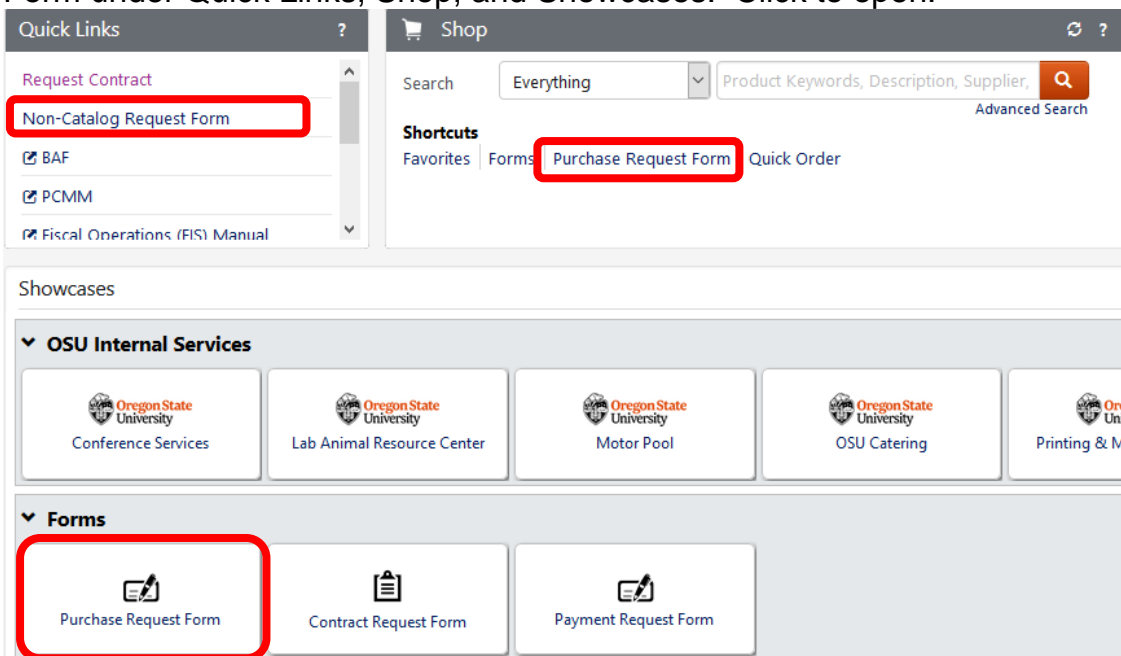
Submitting a Purchase Request

What are Non-Catalog Orders?

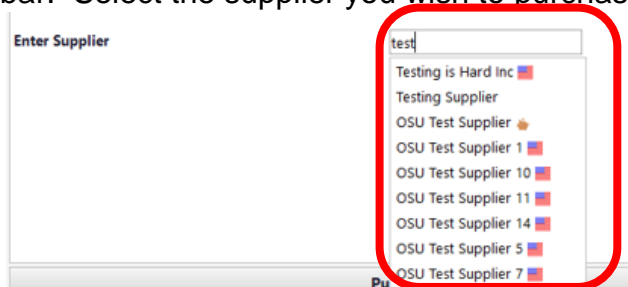
Non-Catalog Orders are intended to address purchasing needs that fall outside of typical requests within a punch-out site, catalog or form. Prior to beginning a Purchase Request, ensure **your active cart contents** are empty. Purchase Requests follow a different approval path and cannot be mixed with Form Requests or enabled items (e.g. Payment Request Forms, punch-out items, catalog items)

Creating a Purchase Request

1. Login to BennyBuy using your ONID ID and password.
2. From the BennyBuy home page, you can find links to the Purchase Request Form under Quick Links, Shop, and Showcases. Click to open.



3. The **Purchase Request Form** will open. Scroll down to **Supplier Information** and enter the name of the supplier in the text box located next to **Enter Supplier**. As you begin typing, a list of active suppliers will appear underneath the search bar. Select the supplier you wish to purchase from.



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4. You can also use the **Supplier Search** function to enter a supplier name.

Enter Supplier

or


Supplier Search Enter Manually

5. After selecting a supplier, click the “**Check to modify, add or delete**” box to verify the distribution email on file. If blank, enter in the desired address that the resulting purchase order should be transmitted to. Please note, multiple email addresses CAN be used by separating each email address with a comma [,]. Additionally, one Fax number can be used. You can also override the default email information, if present, to ensure the proper supplier contact receives the purchase order.

Supplier Information ?

Search for your Supplier using the "Enter Supplier" search box.

If you cannot find your Supplier follow Steps 1 & 2 in the **New Supplier Instructions** to the right:

Supplier	OSU Test Supplier 1  more info... select different supplier
Fulfillment Address	Fulfillment Center 1: (preferred) 665 NW Linden Ave Corvallis, OR 97331 US
Supplier Phone	+1 541-737-9370

Check the box below to customize PO distribution.
PO's will be emailed or faxed to the PO distribution information listed below.
If no information listed below, CHECK THE BOX to add email address...

Fax	<input type="checkbox"/> ---
Email (HTML Body)	<input type="checkbox"/>
Email (HTML Attachment)	<input checked="" type="checkbox"/> osutsm+1@gmail.com

- ❖ See Order Distribution Email Address Tip sheet for complete work instructions if needed.

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6. After the **Supplier Information** section is completed, enter the **Product Description, Quantity, and Unit Price** below **Purchase Details**. If available, insert the **Catalog Number**. If you expect **Multiple Invoices (amount based purchase order), Recurring Payment, or Pre-Payment/Deposit** check the corresponding boxes next to those fields.

The screenshot shows the 'Purchase Details' section of a web form. A red rounded rectangle highlights the following fields and options:

- Product Description:** A text input field with a character count of '50 characters remaining' and 'expand | clear' options.
- Quantity:** A text input field.
- Unit Price:** A text input field.
- Catalog No.:** A text input field.
- Checkboxes:** Three checkboxes for 'Check to create an amount based Purchase Order', 'Recurring Payment', and 'Pre-Payment/Deposit'.
- Radio Button:** A radio button for the question 'If this purchase is not currently charged to federal funds, will it be in the future?' with options 'Yes' and 'No'.

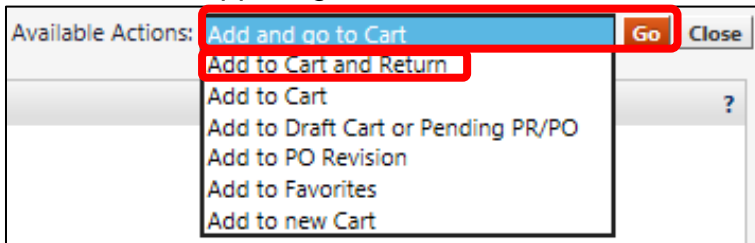
- ❖ Recurring Payments are automatic payment installments that are collected by the supplier during every billing cycle until the total dollar amount for goods and/or services is paid for.
 - ❖ Pre-Payment is a partial or full payment of goods and/or services, which is paid to the supplier in advance before the goods and/or services are received.
7. Once you complete the **Personal Services** section, add internal attachments under **Attachments**. Click **Add Attachments**. A pop-up window will appear. You can choose to add an attachment by selecting a file or entering a link by clicking on the radio button next to the option you would like to use.
- ❖ *Note: See the Adding Attachments Tip Sheet to learn how to upload an attachment.*

The screenshot shows the 'Attachments' section of a web form. It includes the following elements:

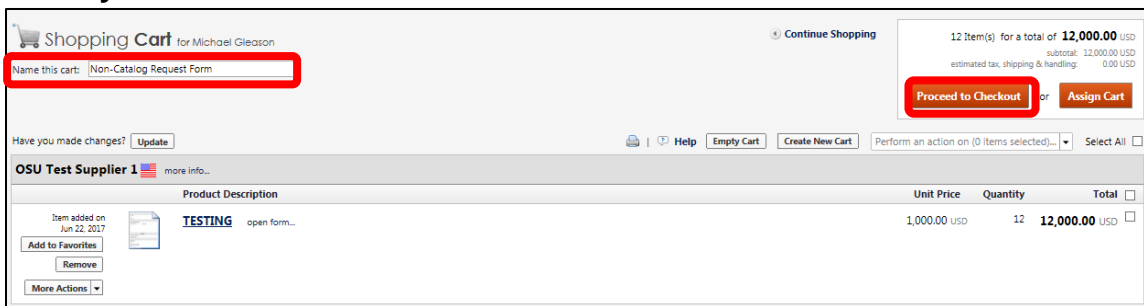
- Internal Attachments are only visible to OSU users.**
- Internal Attachments:** A section with an 'Add Attachments' button.
- Table:** A table with columns 'Size' and 'Attached on'.
- Procurement and Contract Forms:** A link with an external icon.
- Construction Contract Administration:** A link with an external icon.
- Are there attachments that require PCMM review?** A radio button with options 'Yes or Unsure' and 'No'.

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- Once you have completed and reviewed all sections, scroll to the top of the form and select **Add and Go To Cart** under the **Available Actions** drop down menu located in the upper right hand corner. Click **Go**.

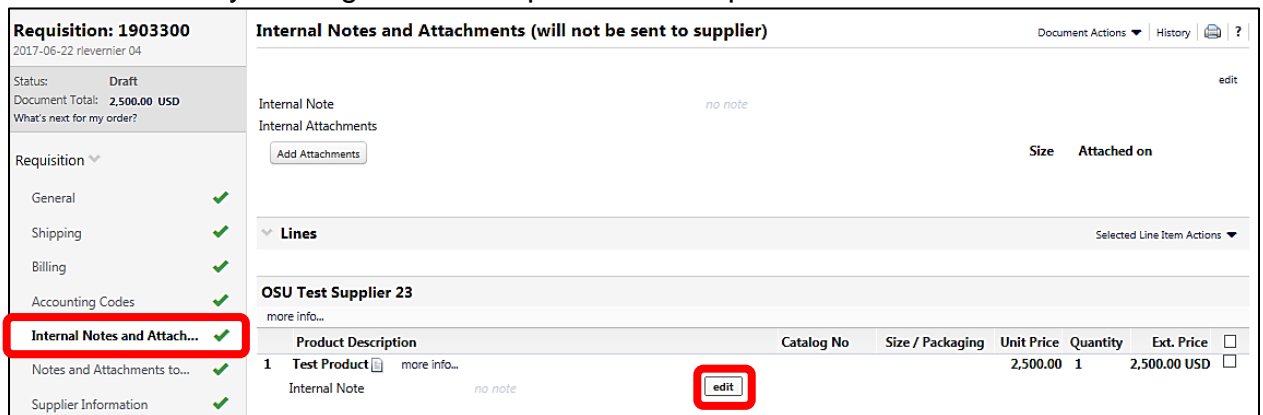


- ❖ For multiple line item orders select **Add to Cart and Return** and click **Go**, you will continue to select Add to Cart and Return until you have added all of the line items needed, after the final line item is added select **Add and Go To Cart** and click **Go**.
- After selecting **Go**, you will be directed to the shopping cart summary screen. **Name your cart** and click **Proceed to Checkout**.



Recurring Payment and Pre-Payment Requests

- Navigate to **Internal Notes and Attachments** on the left side menu. Add an **Internal Note** by clicking **Edit** under product description.



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2. Enter and specify any information related to your recurring or pre-payment request, including payment information. Click **Save** to close.
 - ❖ *Note: This information will only be viewed by workflow approvers. It will not be sent to the supplier.*

The image displays two screenshots of the 'Internal Note' dialog box. The first screenshot shows a text area with the text: 'Prepayment required in the amount of \$1,000. Submit check by 07/01/2017.' Below the text area are 'expand' and 'clear' links, and at the bottom are 'Save' and 'Cancel' buttons. The second screenshot shows a text area with the text: 'Recurring payment due on the first of every month starting on 07/01/2017 for \$500.' Below the text area are 'expand' and 'clear' links, and at the bottom are 'Save' and 'Cancel' buttons.

3. Resume the standard checkout process and click **Place Order** upon completion.