

Please share this information with your co-workers or have them subscribe to this list at [lists.oregonstate.edu](https://lists.oregonstate.edu); the list name is BennyBuy\_Updates. Please do NOT send messages to the list. We would also like your feedback on what features you would like, issues we should address, and tips we should share. Please send your questions and comments to [eprocurement@oregonstate.edu](mailto:eprocurement@oregonstate.edu).

**Updated Supplier Information Page:** The BennyBuy team has been updating the [Supplier Information](#) page on our website. First, we have added links to the Buy Orange contracts next to the relevant suppliers. These links are available as gray “Contract” buttons. Additionally, some suppliers have provided guides for navigating their respective punch-out sites. These are available as black “Guide” buttons. The new contract and guide links accompany our Supplier Information Sheets, which are now linked as orange “Info” buttons. These sheets offer supplier-specific details about quotes, shipping, customer service contacts, and other pertinent information. Please note that construction on the Supplier Information page is ongoing.

**Email Alerts for Rejected Invoices:** We would like to clarify some confusion surrounding email alerts when an approver rejects an invoice. BennyBuy is configured to email the person designated as the Invoice Owner when an invoice is rejected; the invoice entry person is not set up to receive this email. We’ve consulted with our software provider and we cannot adjust this setting. Therefore, please note that if you reject an invoice, you will need to add a comment and select the invoice entry person as an email recipient if you need to notify them of the rejection.

**Tip Sheet Spotlight:** Did you know that you can review and act on documents directly from your smartphone or tablet? The Jaggaer app, available for Apple and Android devices, allows you to access BennyBuy when you are away from your computer. Review our [Mobile Approvals tip sheet](#) for more information on setting up and using the app.

**Featured FAQ:** Question: I need to [create a receipt](#). However, I’ve only received part of my order. How do I create a partial receipt? Answer: To create a partial receipt, click “Document Actions” with the Purchase Order open and select “Receive by Quantity” or “Receive by Amount.” By default, the draft receipt will account for the entire order. If you are receiving by quantity, click “Remove Lines” for all lines not yet received (do not enter “0” for the quantity). Adjust the quantity for the lines you have received as needed. Click Save Updates and then Complete. If you are receiving by amount, enter the dollar amount of goods or services received so far (or, if applicable, the amount received since the last partial receipt). Click Save Updates and then Complete.

**Office Hours:** The eProcurement Help Desk provides walk-in support in our office on Thursdays from 10am to 12pm, in Kerr A012. If you need one-on-one help, have a question on how to do something in BennyBuy, or just need a general question answered, please feel free to stop by during these hours. If this time does not work for you, please email us to arrange an alternate time that accommodates your schedule. You can also visit our virtual [Training Library](#).

**The eProcurement Team**  
[eprocurement@oregonstate.edu](mailto:eprocurement@oregonstate.edu)  
541-737-3830 (option 3)

