**Ship-To Addresses Changing 4/12:** The eProcurement office has identified an ongoing issue where a few shoppers have not received their orders due to delivery issues. The problem stems from some suppliers dropping the third contact line from shipping addresses entered in BennyBuy. Consequently, the system will no longer offer a third contact line as of April 12, 2019. Please review the attachment for more information and instructions regarding the change.

**New Vendor Maintenance Tip Sheets:** The Vendor Maintenance office has created tip sheets that we have added to our training library. These provide instructions for Inviting a Supplier and Inviting an Individual to join BennyBuy, as well as conducting a Supplier Search within BennyBuy. Please continue to direct suppliers to contact Vendor Maintenance if they need assistance when registering.

**CORE FIN0074 Update:** The CORE team has updated FIN0074 eProcurement Budget Authority Queues and Requestors by Index with the following:
-Added a parameter for inactive and active
-Updated the layout (rearranged columns so the order is now Index, Index Title, Index Org, ID, Name, Role, Level and Limit, then Queue and Queue Desc)
-Added a parameter for Requestor / Budget Authority / Both
-Changed the Limit for Fund Financial Manager to 'No Limit' instead of a dollar range;  other Budget Authority ranges have a dollar limit
With these changes, we can remove FIN0072 eProcurement Requestors by Index and FIN0075 eProcurement Budget Authority Queue by Index since the FIN0074 file combines the functionality of these two reports.

**Training Sessions Now Available:** The BennyBuy team has started offering new, personalized training sessions. We provide these sessions in one-hour blocks on Thursdays at 10am and 11am. These are held in our office in Kerr Administration Building, room A012. Sign up for a Thursday that works for you by clicking the Training button on our website.

**Office Hours:** The eProcurement Help Desk continues to provide 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 online Resources and Training pages.

**The eProcurement Team**
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