Please share this information with your co-workers or have them subscribe to this list at 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.

Amount-Based Purchase Orders: When using the Purchase Request Form for orders where multiple invoices are anticipated, such as a Service agreement, please check the box to create an amount-based purchase order. This will allow invoices to be received based on dollar amount instead of quantity. Doing so ensures that the PO does not close after the first invoice has been approved and paid. If needed, you can review our Submitting a Purchase Request Form tip sheet, step 6, which will show you where the box is located and additional information around when to use it. Please contact the help desk if you have questions.

Cancelling vs. Closing a Purchase Order: We wanted to provide clarification on the difference between cancelling a purchase order and closing one. Cancelling a purchase order is reserved for orders that are not valid (ex. PO is made out to wrong vendor), or where the items will not be received/delivered. When cancelling a PO, we recommend also reaching out to the Supplier to ensure they do not fulfill the order. A PO should be closed if invoices are being paid using an alternative payment method (such as a departmental P-Card) or if you have been invoiced for a partial amount of the purchase order and additional invoices/credits are not expected.

Ship-To Addresses When Copying to New Cart: With the recent address change, it has come to our attention that if you copy a previous order to a new cart, the address will carry over the third contact line into the order. To prevent any address issues, please verify that your ship-to address only has two contact lines before placing the order. This can be accomplished by selecting the edit button under Ship to Address during checkout and saving the template changes.

Staples Catalog Update: Staples has provided an update to their hosted catalog in BennyBuy. Please note you may see updated part numbers, price increases, and price cuts. This update reflects their current pricing and inventory offerings and should make their hosted catalog more synchronized with their punch-out site and will limit orders cancelled due to discontinued items.

Training and Office Hours: The eProcurement Help Desk continues to provide in-person support in our office on Thursdays from 10am to 12pm in Kerr Administration Building, room A012. Register for a one-hour training session at 10am or 11am on a Thursday that works for you. You can also drop in during this time if you need one-on-one help or have a question on how to do something in BennyBuy. If this period 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.

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