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.

Setting up a Delegate Approver/Requestor: Before you leave this summer, whether it's for a week or the whole summer, please remember to set up a delegate approver or requestor before you leave. This will allow your substitute to act on documents or carts on your behalf while you're away. Activating a substitute approver permits the selected delegate to take action on requisitions, PO revisions, and invoices that would normally route to you for approval. Similarly, setting up a substitute requestor will route shopping carts that shoppers assign to you to instead go to your delegate for review and submission. Please see our tip sheets on Setting Up Substitute Approvers and Setting Up Substitute Requestors for step-by-step instructions on these processes.

BennyBuy Team Out of Office 6/12 and 6/13: The BennyBuy team will be out of the office for training all day on Wednesday, June 12, and in the morning on Thursday, June 13. We will respond to emails and voicemails we receive as timely as possible. We also will not be holding our regular office hours or offering training on Thursday. Please contact us to schedule an appointment for another time if you were planning to come by for assistance.

Shipping Allocation Changes: As of today, BennyBuy will only permit Weighted to be selected as the allocation method for shipping costs on invoices. While other options were displayed previously, Weighted is the only option that is compatible with the system's integration with Banner.

New Buy Orange Location: We have moved the links to the Buy Orange contracts on the BennyBuy homepage. Previously, the contracts were displayed as individual buttons under the Showcases section. These have been condensed into one link that is now available in the Tool Box, located in the right-hand column of the page.

Featured FAQ: Question: I've noticed a "Quick Order" button on the Shopper Dashboard. When should I use this option? Answer: The Quick Order option is helpful when you are shopping the hosted catalogs within BennyBuy and know the product numbers (SKUs) for the item or items you want to purchase. Quick Order allows you to enter up to five SKUs at once and add the items directly to your active shopping cart.

Training and Office Hours: As mentioned above, the BennyBuy team will NOT hold office hours on Thursday, June 13. Resuming June 20, we will continue to provide in-person support in our office on Thursdays from 10 am to 12 pm in Kerr Administration Building, room A012. Register for a one-hour training session at 10 am or 11 am 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 contact us to arrange an alternate time that accommodates your schedule. You can also visit our online Resources and Training pages.

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