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.

Contract Request Form Launching Monday: As announced last week, a Contract Request Form will be available in BennyBuy beginning Monday, June 17. The form is a digital request for Procurement, Contracts, and Construction Contracts staff to start a contract or create a contract amendment. A Contract Request will not result in a purchase order, go through an approval workflow, or encumber funds. We have updated our website to include information about this form, including a tip sheet on Submitting a Contract Request Form. Please see our revised announcement from last week for more information about this change; note that the PaCS Inquiry Form will *not* be implemented at this time.

Fund Type Search Filter Available: We are pleased to announce the addition of a new filter for document searches in BennyBuy. Documents can now be filtered by Fund Type. This field is available in the Advanced Search page in the Document Search section.

Grainger Site Offline Tonight: Grainger has informed us that they will be performing maintenance on their punch-out site this evening, June 14. You will be unable to place orders in the Grainger punch-out from 5 pm to 10 pm.

Featured FAQ: Question: I placed an order with a punch-out supplier and haven't received my items. How can I check the status of my order? Answer: Each punch-out, or enabled, supplier manages their own punch-out site that users can access through BennyBuy. Each has its own processes and features for viewing order status. Please see our Supplier Information page for data sheets specific to each enabled supplier. These include information provided by the supplier that outline their respective return and cancellation processes, contacts for assistance, and more useful details.

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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