

Please share this information with your coworkers 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 you to give us feedback on what you would like, issues to be addressed, tips to share. Please send questions/ comments to eprocurement@oregonstate.edu

New staff: We would like to welcome Matt Flanagan, Office Specialist, to the eProcurement Support Team. Matt will be Tier 1 support, in the Help Desk, answering your calls and emails.

Vendor Contracts included with the Purchase Requisition in BennyBuy

The eProcurement system is designed to expedite OSU purchases including those with vendor contracts or quotes. Contracts or quotes included with the Purchase Requisition in BennyBuy are not signed by PCMM because the Purchase Order (PO) and the vendor's contract or quote, when referenced in the PO, create a binding contract between OSU and the vendor. OSU and the vendors terms and conditions are incorporated through automatic clauses included on the face of the PO. This ensures that the orders are expedited when sent through BennyBuy. If the vendor absolutely *must* have a signature on their contract or quote send it to pacs@oregonstate.edu and *reference the BennyBuy Purchase Requisition number*.

Updated Website: We have updated the website, including adding a new Communications tab. This tab will have the archive of these updates as well as System Announcements. We have also refreshed some other pages, added some graphics and photos. We will be continuing to work on it over the next few weeks.

New Training Opportunity: We have added a new Invoice Entry training class. It is currently scheduled for Oct 17 from 1:30 – 3 PM. This is for Business Center and department staff who do invoice entry. Registration is required. You can register at the Professional Development site at http://oregonstate.edu/training/course_list.php?cat_id=31

User Training Opportunities: We continue to hold Shopper/Requestor and Approver training classes. We currently have them scheduled out to the end of the year (see list below). These are general sessions, for all units and departments. They focus on the shopper / requestor and approver experience. (We reserve the right to cancel a class with less than 5 participants registered. Registrants will be notified and offered priority registration for another class.) Registration is at the Professional Development site at http://oregonstate.edu/training/course_list.php?cat_id=31; category is Business Affairs Training; classes are title BennyBuy Shopper/Requestor and BennyBuy Approver.

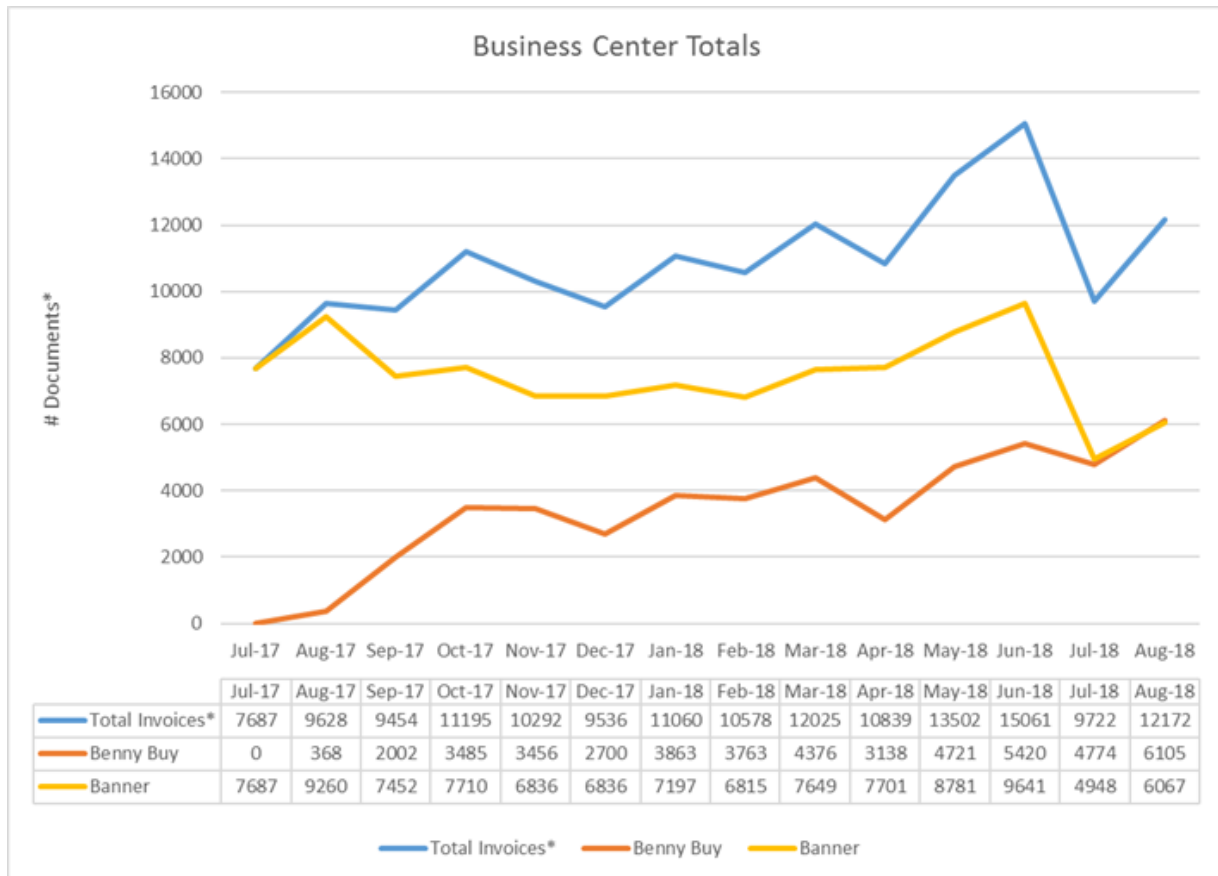
Class dates / times are:

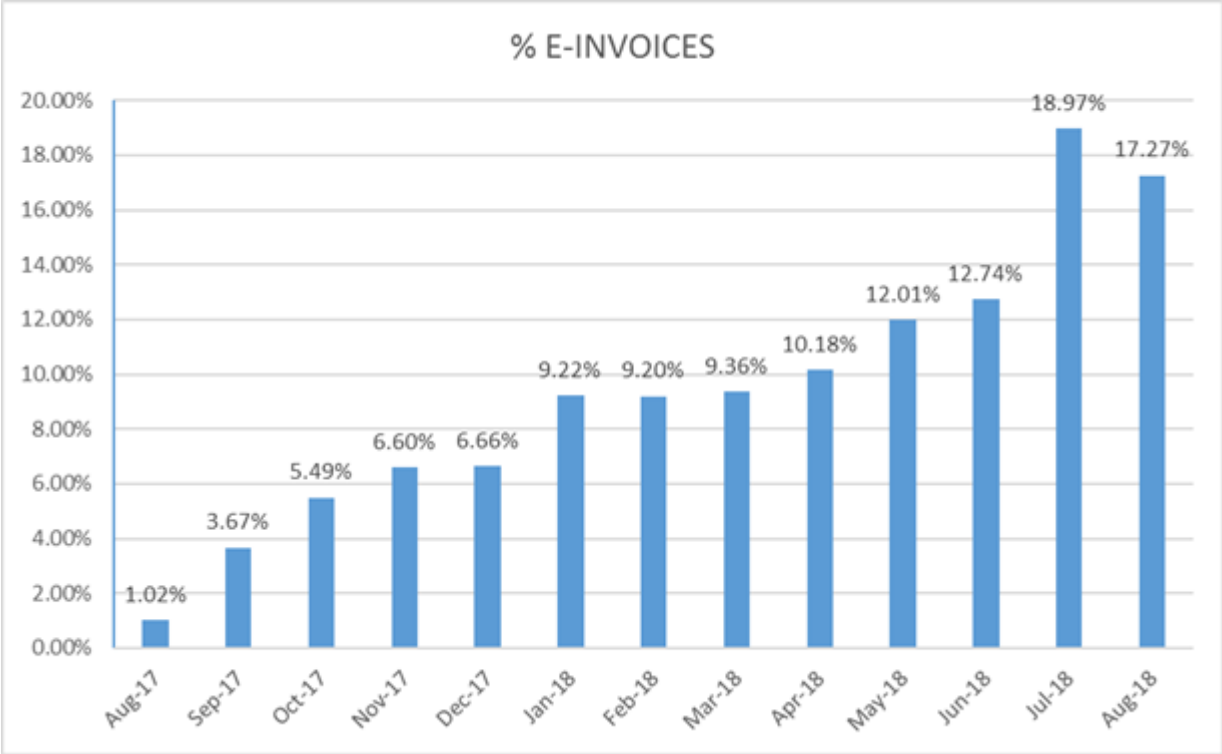
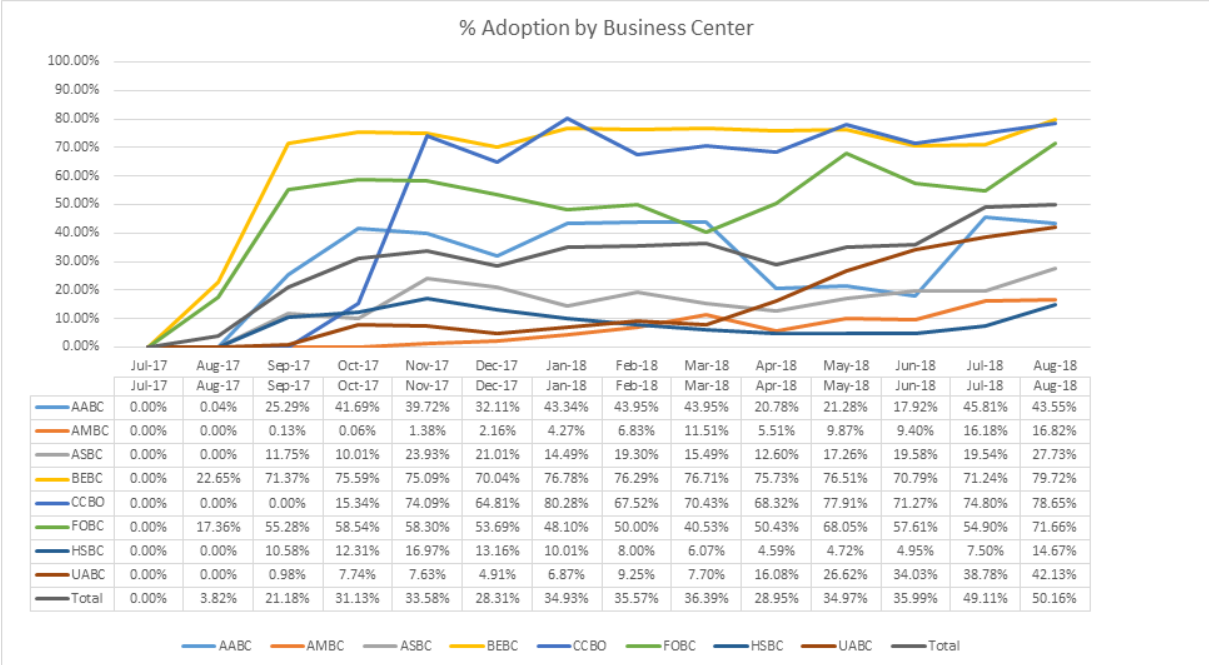
Shopper / requestor	Approver
	Sept 27 – 10:30 AM – 11:30 PM
Oct 4 – 2:30 – 4 PM	Oct 11 – 10:30 – 11:30 AM
Oct 17 – 2:30 – 4 PM	Oct 25 – 10:30 – 11:30 AM
Nov 1 – 2:30 – 4 PM	Nov 8 – 2:30 – 3:30 PM
Nov 15 – 2:30 – 4 PM	Nov 29 – 10:30 – 11:30 AM
Dec 6 – 2:30 – 4 PM	Dec 12 – 10:30 – 11:30 AM
Dec 20 – 2:30 – 4 PM	Dec 27 – 10:30 – 11:30 AM

Office Hours Help: The eProcurement Help Desk will provide drop in support in their office on Thursdays from 10am to 12pm, in Kerr A0012. If you need some one-on-one help, have a question on how to do something in BennyBuy, or just need a question answered, please feel free to stop by their office during these hours. No appointment needed

Usage Stats:

- For August, we had another record high number of distinct users – **1,578**, up 125 from last month
- Overall, invoices processed in BennyBuy were **50.16%** of total Banner/BennyBuy invoices.
- Percent of einvoices dropped a bit from last month, but is still up considerably from earlier months
- **BEBC** continues to go neck and neck with **CCBO**; this month BEBC has 79.72% of invoices in BennyBuy, with Cascades (CCBO) slightly behind at 78.65%. **FOBC** was not far behind with 71.66% invoices in BennyBuy.
- **AABC** dropped a bit from last month to 43.55%
- **UABC** continues to make good increases and is up to 42.13%, an increase of about 4% since last month.
- **ASBC** has increased to 27.73% up about 8% from last month.
- **AMBC** remains about the same, at 16.82%
- **HSBC** also made a significant increase to 14.67% - up from 7.50% last month (almost double the % increase)





The eProcurement team