

UPDATE: The Kerr Building Power outage has been canceled. Therefore, it will be business as usual; Office Hours will be available on Dec 13 from 10 AM to 12 noon. The phone lines will be available as well.

From: Bennybuy_updates <bennybuy_updates-bounces@lists.oregonstate.edu> **On Behalf Of** Lindsley, Diana
Sent: Friday, November 30, 2018 2:56 PM
To: bennybuy_updates@lists.oregonstate.edu
Subject: [Bennybuy_updates] BennyBuy Updates

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

Substitute Approvers: The holidays are upon us and many people will be out. If you are one of them, please remember to set your delegates/ substitute approvers so items don't languish in your approval queues. If you need help on how to set up your delegates, the Tip Sheet can be found here https://fa.oregonstate.edu/sites/fa.oregonstate.edu/files/eprocurement/setupsubstitute_approvers.pdf

Kerr Building Power Outage: Kerr Admin building is scheduled for a power outage on Dec 13 and 14, and the building will be closed. Due to this outage, Office Hours on Dec 13 are canceled. The BennyBuy Help Desk and vendor maintenance phone lines will be out of service on these 2 days as well; we can't forward these lines. We are working on having temporary space for the staff, but phone lines will be out of service.

New CORE Report: A new CORE report for eProcurement has been implemented. FIN0074 eProcurement Budget Authority Queue and Requestors by Index is now available. This report will give you all the Requestors, Approvers and Fund Financial Managers for each Index. Wildcards are allowed for an Index.

User Training Opportunities: We have only one more set of training opportunities scheduled for the year. The class schedule can be found at the Professional Development site at http://oregonstate.edu/training/course_list.php?cat_id=31; category is Business Affairs Training. Registration is required for these classes. Seats are still available for all classes. The current class schedule is:

Shopper / requestor	Approver	Advanced Shopper / Requestor
Dec 6 – 2:30 – 4 PM	Dec 12 – 10:30 – 11:30 AM	Dec 19 – 10:00 – 11:30 AM

NOTE: If you cannot make a class, please let us know as soon as possible.
If you would like additional training classes, please let us know

The eProcurement Team