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

Training Opportunities: We are rolling out additional training opportunities this summer and into the fall. We have scheduled general sessions starting in mid July and through end of September. (See list below) To register for any of the sessions, please see the Professional Development site at http://oregonstate.edu/training/course_list.php?cat_id=31 The trainings are listed under the category of Business Affairs Training. Classes are titled BennyBuy Shopper/Requestor and BennyBuy Approver. Registration is required. These sessions are for all units and departments and not department specific. They will focus on the shopper / requestor experience and the 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.)

Class dates / times are:

Shopper / requestor	Approver
July 12 – 10:30 AM – 12:00 PM	July 19 – 2:30 PM – 4:00 PM
July 26 – 10:30 AM – 12:00 PM	Aug 2 – 9:30 AM – 11:00 AM
Aug 9 - 10:30 AM- 12:00 PM	Aug 15 – 1:30 PM – 3:00 PM
Aug 23 – 10:30 AM – 12:00 PM	Aug 30 – 10:30 AM – 12:00 PM
Sept 6 – 2:30 PM – 4:00 PM	Sept 13 – 10:30 AM – 12:00 PM
Sept 20 – 2:30 PM – 4:00 PM	Sept 27 – 10:30 AM – 12:00 PM

If you would like us to give a presentation and training for your unit other than the general trainings, please feel free to contact Diana Lindsley to discuss your needs.

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.

System Updates:
There are 104 items on the system maintenance list. (An increase of 12 since our last update.) Of these:
- 46 are marked complete
- 27 are work orders for others
- 8 are future enhancements
- 23 are being worked by the project team

We have worked with OSRAA to identify and resolve the missing Fund Financial Managers. These should be completely resolved by July 1.

Tips: There were 3 new Tip Sheets created;
Editing a Returned Invoice, in the Business Center section
Returning or Rejecting an Invoice, in the Business Center section
Copying a Requisition for Quick Ordering, in the Shopping section

There was one Tip Sheet revised: **Return or Reject a Requisition,** in the Approving section

In addition, the Tip Sheets have been reorganized a bit to put the Tip Sheets in alphabetical order within each section, to hopefully make it easier to find the one you are looking for.

eProcurement Team