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

Sunsetting Requisitions and Purchase Orders: As part of the advancement effort, we will be sunsetting manual or redundant processes. As of **September 14,** paper Requisitions will no longer be accepted. All OSU Purchase Orders, regardless of dollar amount, should be issued through BennyBuy. If training is required, please see below.

Purchase Orders: When preparing a purchase order, please add additional detail to help those further in the approval queues. Since there are only 50 characters in the description field, please use the Comments section to add additional information as needed to help identify the items you are purchasing. This will speed up the approval process and help you get your items faster.

BOLI PWR purchase orders / requisitions: A question came up recently on how to find Purchase Orders or Requisitions that were BOLI related. The easiest way to find these is to use the Document Search feature.   In the Advanced search, select the document type you are looking for (Requisitions, Purchase Orders) and scroll to find the Custom Fields section. Select "Check if BOLI PWR " and select Yes. This will give you all the documents that had the BOLI PWR flag checked.
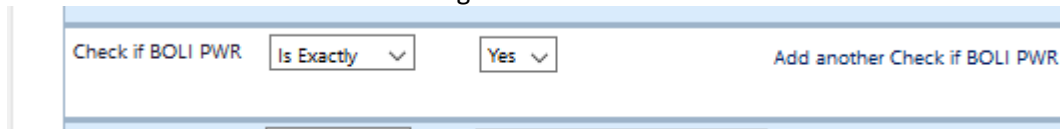
Receipts: When creating a Receipt, and you haven't received all the items on the Purchase order, do not enter 0 for the Quantity Received. Instead, remove the line from the Receipt and receive the items you have actually received.

Training Opportunities: We have additional training opportunities this summer and into the fall. We have scheduled general sessions starting now 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
	Aug 30 – 10:30 AM – 11:30 PM
Sept 6 – 2:30 PM – 4:00 PM	Sept 13 – 10:30 AM – 11:30 PM
Sept 20 – 2:30 PM – 4:00 PM	Sept 27 – 10:30 AM – 11:30 PM

Please note, the length of the Approver training sessions have been shortened to 1 hour. Shopper / Requestor remain 1 ½ hours

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.

We are currently working on scheduling additional trainings for October – December. Stay tuned for publication of the dates and times.

Office Hours Help: The eProcurement Help Desk will provide drop in support in their office on <u>Thursdays from 10am to 12pm, in Kerr A0012</u>. 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

The eProcurement team