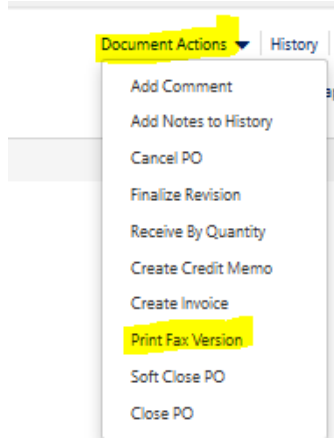


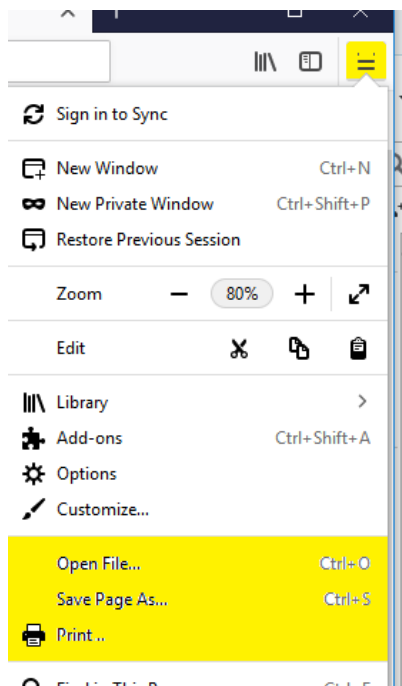
Please share this information with your coworkers or have them subscribe to this list at [lists.oregonstate.edu](https://lists.oregonstate.edu); the list name is BennyBuy\_Updates. Please do NOT send messages to the list. We would also like you to give us feedback on what you would like, issues to be addressed, tips to share. Please send questions/ comments to [eprocurement@oregonstate.edu](mailto:eprocurement@oregonstate.edu)

**Sunseting 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.

**TIP:** If you need to print a copy of a purchase order for your records, do NOT use the Print icon at the top. That prints the page, not the purchase order. Instead, go to Document Actions and select Print Fax Version.



That will give you a print version that was sent to the vendor. This opens in a new web page and you then will need to print using the normal web page icon.



**Training Opportunities:** We have additional training opportunities this summer and into the fall. We have scheduled general sessions starting now through the end of the year. (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](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:

<b>Shopper / requestor</b>	<b>Approver</b>
	Sept 13 – 10:30 AM – 11:30 PM
Sept 20 – 2:30 PM – 4:00 PM	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

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

The eProcurement team