

After receiving feedback from many different sources across campus it is necessary to make some substantial changes to the Non-Catalog Request Form in BennyBuy. If you have saved a copy of the old form as a favorite it will be critical to replace it with a new version of the form. Saved favorites do not automatically update when we make system level changes. Quick Links, Shortcuts, and Showcases do automatically display the most recent version if you access the form via one of those methods. A summary of the major changes is listed below.

- **The Name of the form has been changed.**
  - The name has been changed from Non-Catalog Request Form to Purchase Request Form
  - We felt it necessary to change the name to something that was simpler and more closely represents the forms intended purpose.
  
- **Several of the radio buttons have been removed.**
  - Initially we added a series of radio buttons so that end users could impact where the form would need to route to for review.
  - After careful analysis we decided that many of the questions were redundant. There are now only two radial buttons.
    - If this purchase is not currently charged to federal funds, will it be in the future? – This option drives reporting for Uniform Guidance compliance.
    - Are there attachments that require PCMM review? – This option should be used anytime there is an attachment of any kind that needs to be routed to PCMM for review or signature.
  
- **The New Supplier Invite function has been removed.**
  - Previously there was functionality that allowed a shopper to indicate that they want to do business with a new supplier that hadn't been onboard yet. A sub process would be launched to manually invite the supplier and manually update the requisition once the supplier registered.
  - This functionality has been removed. There were substantial issues with orders being held up, because the process broke down in a variety of ways.
  - If a purchase order is needed for a supplier that does not exist in OSU's master file you will need to invite the supplier to register first. Once you get the notification that the supplier has been approved you can proceed with filling out the Purchase Request Form.

Attached are tip sheets that cover using the new Purchase Request Form as well as how to Invite a New Supplier.

[Submitting a Purchase Request Form](#)

[Inviting New Supplier](#)