Dear Customers:

PCMM successfully activated the new Contract Request in the eProcurement system "BennyBuy." As of July 1, you must submit contract review requests or requests for other contract actions *in the eProcurement system on a Contract Request form*. PCMM will no longer respond to, or process, those requests sent to the PaCS or Contract Services email boxes. PCMM will continue to respond to general questions only.

If you are new to BennyBuy, you can access the system at https://pacs.oregonstate.edu/eProcurement and enter your ONID username and password at the login.

Benefits of using the form include:
o   ease of tracking your requests once submitted to PCMM
o   automated email when the request is completed and turned into a contract or other document
o   records communications regarding the request throughout the process
o   provides access to review completed contracts or other documents

A Tip Sheet with instructions on how to complete the new Contract Request form can be found at: https://pacs.oregonstate.edu/eProcurement/training/tip-sheets under Forms, Submitting a Contract Request form – NEW. Minimal information is required to get the request started. If additional information is needed for PCMM to complete the transaction, PCMM will communicate with customer through the Contracts module in BennyBuy.

If you have any questions about this announcement, please send an email to pacs@oregonstate.edu and we will respond to your question. If you have a question about how to fill out the new Contract Request form, please contact the eProcurement help desk at (541) 737-3830 or eProcurement@oregonstate.edu

Thank you

Procurement Services, Contract Services, Construction Contracts Administration and the eProcurement Team