Please share this information with your co-workers 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 your feedback on what features you would like, issues we should address, and tips we should share. Please send your questions and comments to eprocurement@oregonstate.edu.

Forthcoming Changes to Ship-To Addresses: The eProcurement office has identified an ongoing issue where some shoppers have not received their orders due to delivery issues. The problem stems from some suppliers dropping the third contact line from shipping addresses entered in BennyBuy. Consequently, the system will stop offering a third contact line later this month, leaving two editable lines that we recommend using for your name and room number. This change will limit the amount of returned orders and delivery failures. For more information, please read our System Wide Address Change 3-1-19 communication.

Guidance on Printing a Revised PO: We would like to remind shoppers not to print a copy of a revised Purchase Order until the revisions have finished their approval workflow. While the system will allow you to access the PO during the approval process, the PO is not valid until it finishes the approval process. You can check the workflow status of a revised PO by clicking on the PO Approvals tab. Please contact the help desk if you have any questions.

New Shopping Experience in Beta Testing: Our software provider has introduced new views for shopping and document searches. A few users on campus have been beta testing these new BennyBuy features. If you're curious and would like to participate, please contact the help desk. We value any feedback we receive on these features before we introduce them campus-wide.

Featured FAQ: Q. I would like to edit my saved addresses before Contact Line 3 is deleted from BennyBuy. How do I update a saved address in my profile? A. After you've logged into BennyBuy, click on your name in the bar at the top of the screen and select View My Profile from the drop-down menu. In the column below your name, expand the heading Default User Settings and select Default Addresses. Here you'll be able to adjust your saved Ship To and Bill To addresses. You can also search for, add, and customize new addresses for your profile. Please remove all information from contact line 3 from your saved shipping addresses.

Tip Sheet Spotlight: You can find more detailed instructions about editing Ship-To and Bill-To addresses in our tip sheet on User Profile Management. These instructions begin on page 3. The tip sheet also covers other features of your BennyBuy profile, including saving cart assignees, adding default accounting information, and managing your connected mobile devices. You can access this tip sheet by clicking here.

Office Hours The eProcurement Help Desk provides walk-in support in our office on Thursdays from 10am to 12pm, in Kerr A012. If you need one-on-one help, have a question on how to do something in BennyBuy, or just need a general question answered, please feel free to stop by during these hours. If this time does not work for you, please email us to arrange an alternate time that accommodates your schedule. You can also visit our virtual Training Library.

The eProcurement Team
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