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.

Training Sessions Now Available: The BennyBuy team is excited to announce that we have started offering new, personalized training sessions. We provide these sessions in one-hour blocks on Thursdays at 10am and 11am. These are held in our office in Kerr Administration Building, room A012. Sign up for a Thursday that works for you by clicking the Training button on our website.

New Shopper Dashboard: Beginning this evening, the Shopper Dashboard in BennyBuy will have a new look. This revamped view is based off of feedback our office has received from BennyBuy users. The biggest change will be that the shopping widgets for our punch-out suppliers will move to the top of the page. The new layout will make the BennyBuy shopping experience more intuitive.

Ship-To Addresses Changing Soon: 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. There will instead be two editable lines that we recommend using for your name and room number. This change will reduce the number of returned orders and delivery failures. For more information, please read our System Wide Address Change 3-1-19 communication. Please see the Featured FAQ and Tip Sheet Spotlight below for information on updating the existing shipping addresses in your profile.

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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