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.

New Ship-To Address Format: Effective April 12, 2019, we have reduced the number of editable contact lines in shipping addresses from three to two. We made this change because not all of our suppliers could accommodate the third contact line. We recommend including your name and/or your organization's name in the first contact line and your room number in the second contact line. Please review our User Profile Management tip sheet for information on editing your saved ship-to addresses, which begins on page 3.

Revised Receipt Notifications: We have updated the receipt reminder notification emails to make the receiving process more intuitive. The email will still provide a link to the purchase order in BennyBuy. This is where users will continue to initiate receipts via the Document Actions button. The email now also includes links to the Document Search page in BennyBuy as well as to our tip sheet on Creating a Receipt. These modifications will add clarity to these receipt reminder emails.

Featured FAQ: Question: Can I adjust my email preferences to adjust the number of emails I receive from BennyBuy? Answer: Yes. Frequent Requestors or Approvers who already use the system daily may wish to adjust their notification email preferences. Users can change these by navigating to Notification Settings in their profile. This is another process that the User Profile Management tip sheet covers.

Training and Office Hours: The eProcurement Help Desk continues to provide in-person support in our office on Thursdays from 10am to 12pm in Kerr Administration Building, room A012. Register for a one-hour training session at 10am or 11am on a Thursday that works for you. You can also drop in during this time if you need one-on-one help or have a question on how to do something in BennyBuy. If this period does not work for you, please email us to arrange an alternate time that accommodates your schedule. You can also visit our online Resources and Training pages.

The eProcurement Team
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