

Welcome to our first Benny Buy Update newsletter! With this regular newsletter, we will be providing you information about:

- System updates and changes
- Upcoming training opportunities
- Policy changes and clarifications
- Tips on system use
- Other items of interest

Please share this information with your coworkers or have them subscribe to the list at lists.oregonstate.edu; the list name is BennyBuy_Updates.

We would also like you to give us feedback on what you would like, issues to be addressed, tips to share. Please send questions/ comments to [Diana Lindsley](#).

Project Team update: We have recently added Diana Lindsley as the new project manager (on loan from Information Services) to the project team. Diana will be focused on enhanced communication and training as well as providing additional support to the project team. In addition, the team has been working to identify, prioritize and correct some system issues. Your continued feedback is important to us as we move this project along. University leadership is committed to this project as it is important in advancing the goals of the university and the division of Finance and Administration.

I Found It Cheaper! We know that sometimes you may find a product at a lower price than in Benny Buy. Sometimes this is due to sales, loss leaders, or other specials that we can't get on our contracted price. But to help us identify these and work with the vendors, we have recently added the **I Found It Cheaper!** Link on the home page. When you find something cheaper outside of the Benny Buy system, please use this to report it to us so we can work with the supplier to address the price difference.

Shopper Dashboard change: To help make the Shopper experience better, we have reorganized the shopper showcase. The suppliers are now organized by commodity category. For example, all Electronics, IT and AV suppliers are grouped together. In addition, to better help you, we have added text to show whether or not they are Contracted Suppliers.

Training Opportunities: We will be rolling out additional training opportunities this summer and into the fall. While we are developing a planned rollout of training to campus units, if you would like us to give a presentation and training for your unit sooner, please feel free to contact [Diana Lindsley](#) to discuss your needs.

Office Hours Help: The eProcurement Help Desk will provide drop in support in their office on Thursdays from 10am to 12pm, in Kerr A0012. If you need some one-on-one help, have a question on how to do something in BennyBuy, or just need a question answered, please feel free to stop by their office during these hours. No appointment needed.

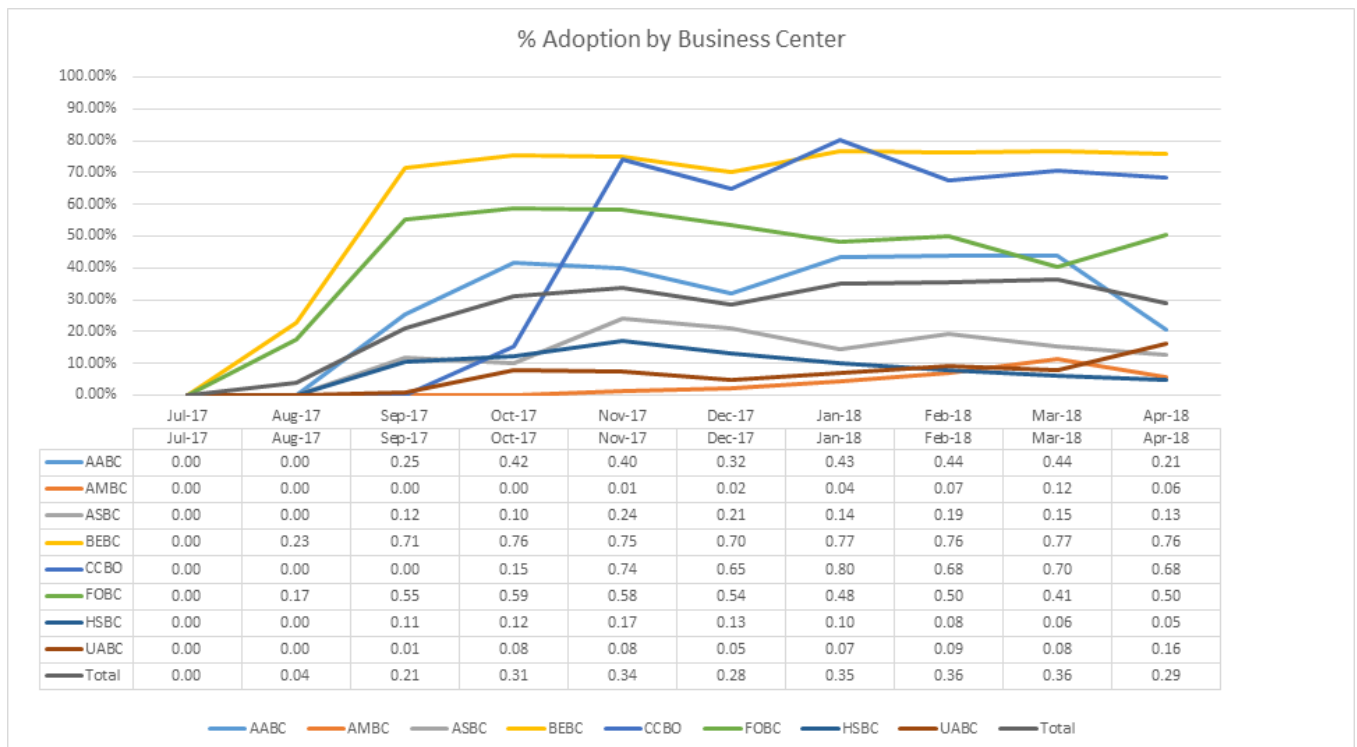
Tip: A tip from the eProcurement team. In the Ship To address, there is no need to put the building or street address as BennyBuy will send that to the vendor automatically. However, it is a good idea to put in "Room" and the room number (example Room B100) or any other critical information. The Bill To address should always be your Business Center so they will get the invoice sent to them.

Usage Stats: Monthly we will include some usage stats about system adoption.

- For April, we had 1,099 users, an increase of about 115 users from last month.
- Almost 30% of all invoices prepared in April were through BennyBuy, a decrease from the prior month of 36%. BEBC submitted about 76% of their invoices through Benny Buy, with Cascades submitting 68% and FOBC 50%
- AABC submitted the most invoices through Benny Buy, just over 700 of their almost 3,500 invoices.

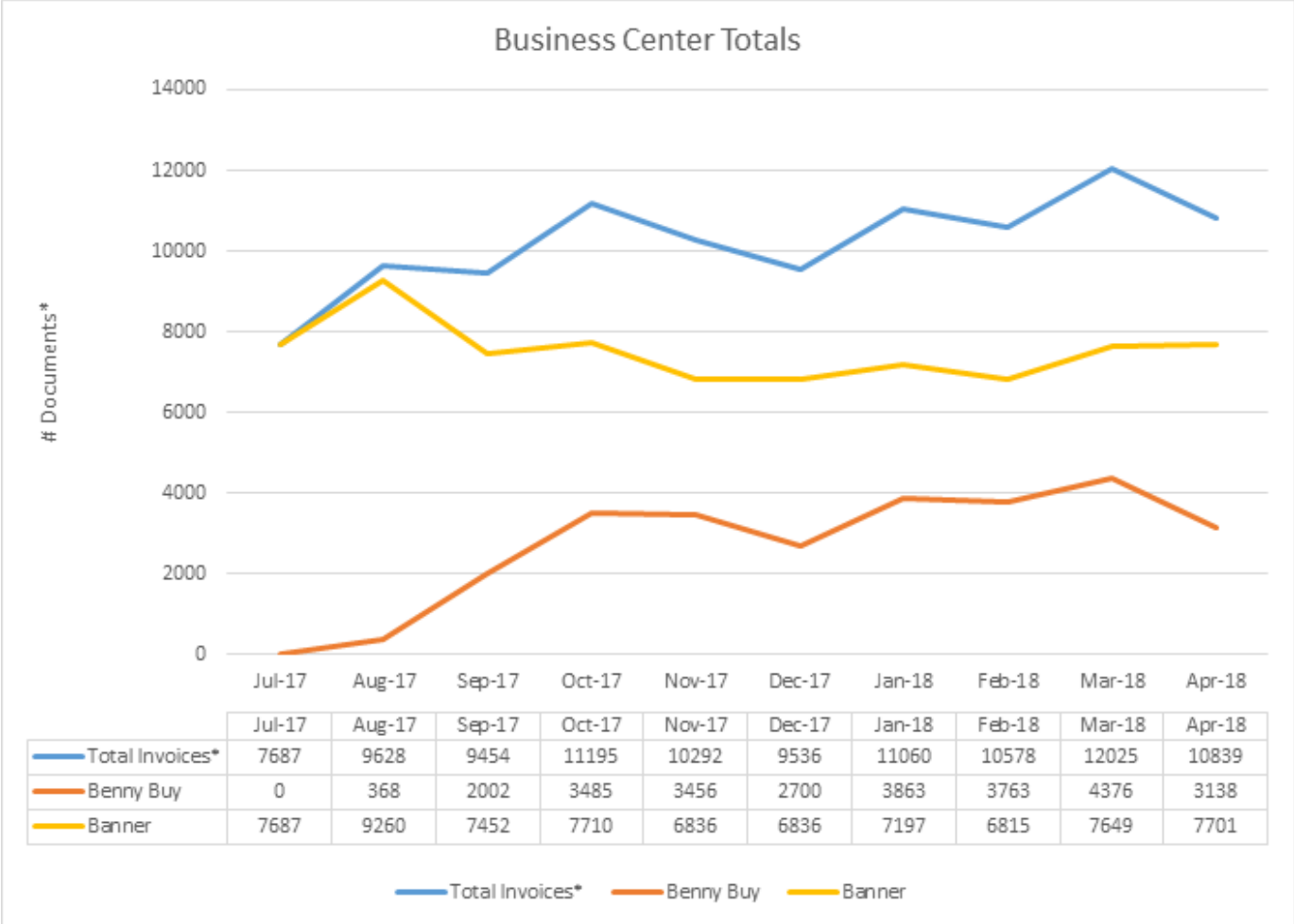
Below is a chart showing percent of Benny Buy invoices compared to total invoices* by Business Center by month

*Total invoices are Benny Buy, Banner (Direct Pay and PO Invoice); does not include Autopay or Pcard



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This is the Business Center Totals of invoices by month



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Thanks
The BennyBuy project team