

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.

Test Users Wanted for New BennyBuy Experiences: We are looking for users to test new BennyBuy experiences we hope to soon offer campus-wide. One experience is the new-look shopping and checkout process. The other is for a new Document Search view. Please let us know if you're interested in testing one or both of these experiences. For more information on these new experiences, please see the bottom half of our [Tip Sheets page](#).

Adding a Discount to an Invoice: Please note that invoices should never have a negative line item. A discount should never be a separate line item. Instead, please either add a discount in the Discounts, Tax, Shipping & Handling screen or directly at the line level. Please contact the help desk if you have questions about this.

New Resources on Site: We have added resources to our site that should aid users with the Contract Request Form. First, we've added a matrix that offers guidance on when to use a Purchase, Payment, or Contract Request Form to our [Resources](#) page. We've also added new tip sheets to our [library](#) that cover [Submitting a Contract Request Form](#), [Adding a Contract to a Requisition](#), [Creating an Invoice from a Contract](#), and [Searching Contracts](#).

Training Time Slots Expanded: To improve the training experience, we have changed our Thursday training session blocks from 60 minutes to 90 minutes. Trainings are now offered beginning at 9 am and 10:30. Sign up for a Thursday that works for you by submitting a [training request](#).

VWR Down 7/13: VWR will be performing routine maintenance on their punch-out site on the morning of Saturday, July 13. Maintenance is expected to last from 3 am to 9 am PDT. During this time, the site is expected to be slow or unresponsive and have limited functionality.

Office Hours: The eProcurement Help Desk continues to provide in-person support in our office on Thursdays from 10 am to 12 pm in Kerr Administration Building, room A012. You can 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

eprocurement@oregonstate.edu

541-737-3830