


Please share this information with your coworkers 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 you to give us feedback on what you would like, issues to be addressed, tips to share. Please send questions/ comments to eprocurement@oregonstate.edu

Supplier Information Sheets:

We have added Supplier Information sheets to the web site. This is a new tab / section.

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These information sheets will show how to navigate the vendors punchout catalog. The sheets have information about the products, contacts, shipping / handling, and other supplier information. We have not received information from all vendors and will continue to add suppliers' information as we receive it.

The  symbol indicates that the supplier has a contract with OSU or the State of Oregon.

New Feature to be implemented tomorrow:

We are implementing a new feature tomorrow AM. In [Purchase Request Forms](#), you will now be able to enter decimals in the Quantity field. This is ONLY for Purchase Request Forms; you cannot use decimals in Punch-out orders.

Vendor Contracts included with the Purchase Requisition in BennyBuy

The eProcurement system is designed to expedite OSU purchases including those with vendor contracts or quotes. Contracts or quotes included with the Purchase Requisition in BennyBuy are not signed by PCMM because the Purchase Order (PO) and the vendor's contract or quote, when referenced in the PO, create a binding contract between OSU and the vendor. OSU and the vendors terms and conditions are incorporated through automatic clauses included on the face of the PO. This ensures that the orders are expedited when sent through BennyBuy. If the vendor absolutely *must* have a signature on their contract or quote send it to pacs@oregonstate.edu and reference the BennyBuy Purchase Requisition number.

Invoice Entry Training: We have added a new [Invoice Entry](#) training class. It is currently scheduled for Oct 17 from 1:30 – 3 PM. This is for Business Center and department staff who do invoice entry. Registration is required. You can register at the Professional Development site at http://oregonstate.edu/training/course_list.php?cat_id=31

User Training Opportunities: We continue to hold Shopper/Requestor and Approver training classes. We currently have them scheduled out to the end of the year (see list below). These are general sessions, for all units and departments. They focus on the shopper / requestor and approver experience. (We reserve the right to cancel a class with less than 5 participants registered. Registrants will be notified and offered priority registration for another class.) Registration is at the Professional Development site at http://oregonstate.edu/training/course_list.php?cat_id=31; category is Business Affairs Training; classes are title BennyBuy Shopper/Requestor and BennyBuy Approver.

Class dates / times are:

Shopper / requestor	Approver
Oct 4 – 2:30 – 4 PM	Oct 11 – 10:30 – 11:30 AM
Oct 17 – 2:30 – 4 PM	Oct 25 – 10:30 – 11:30 AM
Nov 1 – 2:30 – 4 PM	Nov 8 – 2:30 – 3:30 PM
Nov 15 – 2:30 – 4 PM	Nov 29 – 10:30 – 11:30 AM
Dec 6 – 2:30 – 4 PM	Dec 12 – 10:30 – 11:30 AM
Dec 20 – 2:30 – 4 PM	Dec 27 – 10:30 – 11:30 AM

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