

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

Document Search Change: We have made a change in the Document search section on the BennyBuy site, specifically when searching for Purchase Orders, Requisitions and Invoices. We have moved the Custom Fields section nearer the top to make it easier to find and use.

New Training: We have added a new training – Advanced Shopper / Requestor Training. This will feature more advanced topics that are not covered in the basic Shopper / Requestor training. We have scheduled three sessions – Oct. 24, Nov. 14 and Dec. 19. Registration is now open at the Professional Development site under Category Business Affairs training http://oregonstate.edu/training/course_list.php?cat_id=31. Registration is required. Attendees should have some experience with BennyBuy.

Invoice Entry Training: We have added an additional session for the Invoice Entry training class. The first session is scheduled for next week and is closed. The new session is scheduled for Oct 29 from 10:30 AM – 12 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

Shopper/Requestor and Approver Trainings: We are continuing to hold Shopper/Requestor and Approver training sessions for basic shopping / requestors and approvers. These are currently scheduled on alternate weeks through the end of the years. These are general sessions, for all units and departments. Registration is at Professional Development site at http://oregonstate.edu/training/course_list.php?cat_id=31

Class dates / times are:

Shopper / requestor	Approver
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

BennyBuy monthly stats: We have compiled the monthly stats for BennyBuy adoption for September.

As of September, we made a change to exclude special handling and transaction for student organizations as these types of transactions cannot be entered in BennyBuy.

We have increased the number of distinct users again, up to 1,611. Overall our percentage is now **59.09%**.

Our e-invoice percentage has also increased to about 19.5% (19.43%) this continues our increasing rate of e-invoices.

Current adoption rates are:

AABC – 53.97%, up 10.42%

AMBC – 28.24%, up 11.42%

ASBC - 41.09%, up 13.36%

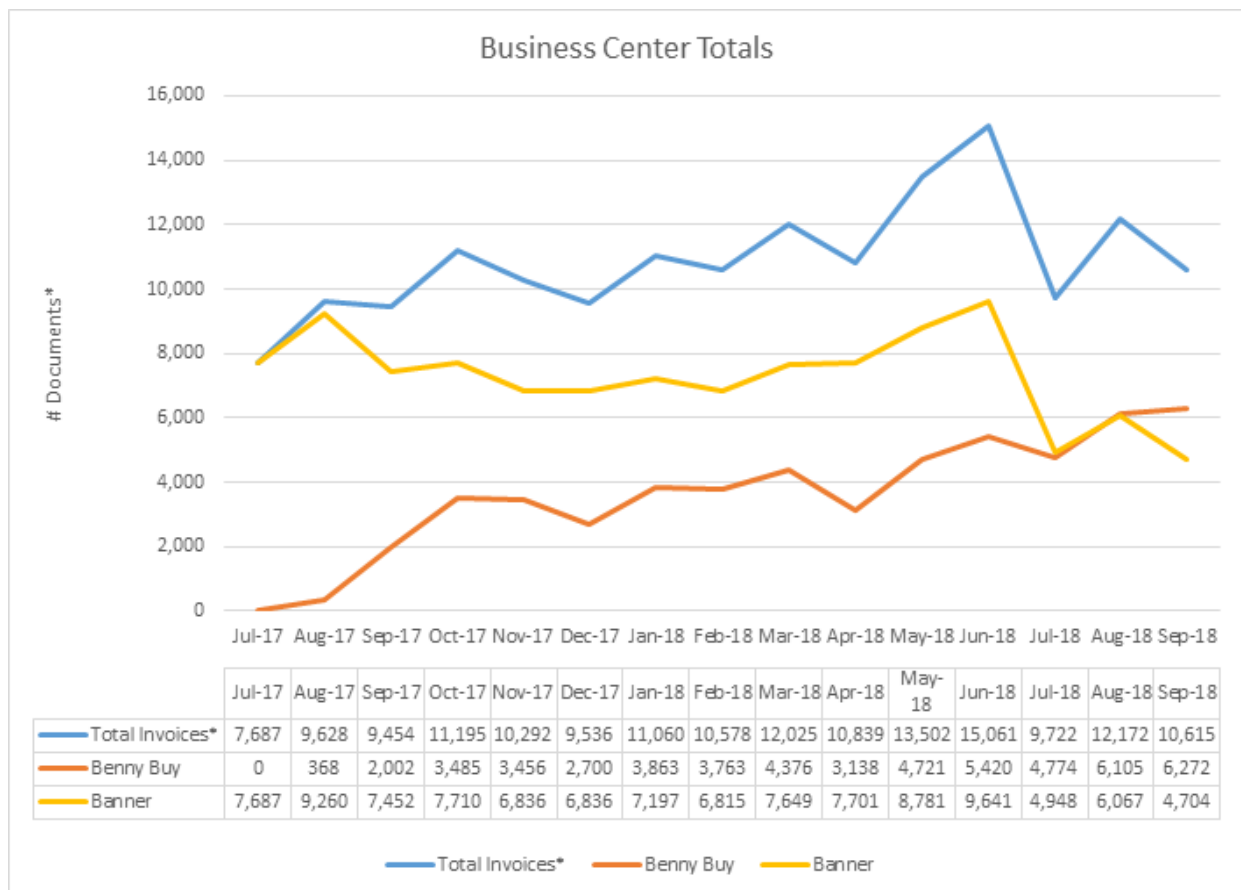
BEBC – 79.38%, down .34%

CCBO – 80.20%, up 1.55%

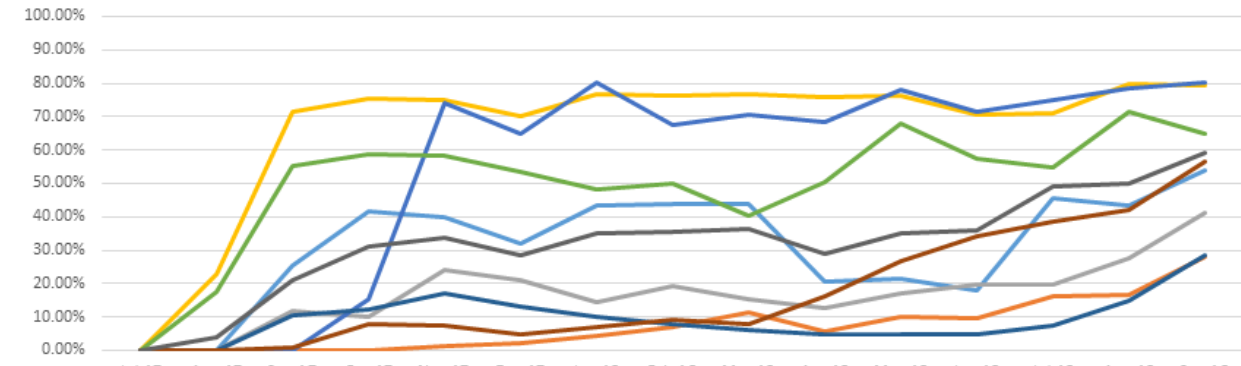
FOBC – 64.80%, down 6.86%

HSBC – 28.64%, up 13.97%

UABC – 59.09%, up 16.96



% Adoption by Business Center



	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
AABC	0.00%	0.04%	25.29%	41.69%	39.72%	32.11%	43.34%	43.95%	43.95%	20.78%	21.28%	17.92%	45.81%	43.55%	53.97%
AMBC	0.00%	0.00%	0.13%	0.06%	1.38%	2.16%	4.27%	6.83%	11.51%	5.51%	9.87%	9.40%	16.18%	16.82%	28.24%
ASBC	0.00%	0.00%	11.75%	10.01%	23.93%	21.01%	14.49%	19.30%	15.49%	12.60%	17.26%	19.58%	19.54%	27.73%	41.09%
BEBC	0.00%	22.65%	71.37%	75.59%	75.09%	70.04%	76.78%	76.29%	76.71%	75.73%	76.51%	70.79%	71.24%	79.72%	79.38%
CCBO	0.00%	0.00%	0.00%	15.34%	74.09%	64.81%	80.28%	67.52%	70.43%	68.32%	77.91%	71.27%	74.80%	78.65%	80.20%
FOBC	0.00%	17.36%	55.28%	58.54%	58.30%	53.69%	48.10%	50.00%	40.53%	50.43%	68.05%	57.61%	54.90%	71.66%	64.80%
HSBC	0.00%	0.00%	10.58%	12.31%	16.97%	13.16%	10.01%	8.00%	6.07%	4.59%	4.72%	4.95%	7.50%	14.67%	28.64%
UABC	0.00%	0.00%	0.98%	7.74%	7.63%	4.91%	6.87%	9.25%	7.70%	16.08%	26.62%	34.03%	38.78%	42.13%	56.71%
Total	0.00%	3.82%	21.18%	31.13%	33.58%	28.31%	34.93%	35.57%	36.39%	28.95%	34.97%	35.99%	49.11%	50.16%	59.09%

— AABC — AMBC — ASBC — BEBC — CCBO — FOBC — HSBC — UABC — Total

% E-INVOICES

