

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

Happy Thanksgiving next week from the eProcurement team.

Substitute Approvers: Speaking of the holidays, if you are going to be out for the holidays, please remember to set your delegates/ substitute approvers so items don't languish in your approval queues. If you need help on how to set up your delegates, the Tip Sheet can be found here https://fa.oregonstate.edu/sites/fa.oregonstate.edu/files/eprocurement/setupsubstitute_approvers.pdf

Invoice Remittance Address: This week a new update was released with a change that impacts how a remittance address is selected when creating an invoice.

Now, instead of clicking a drop down menu and reviewing the list of addresses by the first line of the address, you can click "edit" (see below), which opens a more robust view of all remittance addresses available. This way, you can see the entire address and not just the first line. The default address will show a star icon (see below).



New view of remittance addresses.

Current Remit-To Address

★ PO Box 640169
PO Box 640169
1-610-7285712-
Pittsburgh
PA
15264-0169
United States

Select a new address...

Search

Use 100 Matsonford Rd 100 Matsonford Rd 1-800-9325000- Radnor PA 19087-4559 United States	Use 3021 Gateway Dr 3021 Gateway Dr 1-206-5420781- Irving TX 75063-2639 United States	Use 3745 Bayshore Blvd Ste D 3745 Bayshore Blvd Ste D 1-415-3304224- Brisbane CA 94005-1402 United States	Use PO Box 117 PO Box 117 1-800-9325000- Wayne PA 19087-0117 United States	Use PO Box 2078 PO Box 2078 1-800-9325000- West Chester PA 19380-0083 United States
Use PO Box 2158 PO Box 2158 Secaucus NJ 07096-2158 United States	Use PO Box 643276 PO Box 643276 Pittsburgh PA 15264-3276 United States	Use PO Box 676125 PO Box 676125 Dallas TX 75267 United States		

User Training Opportunities: We have only one more set of training opportunities scheduled for the year. The class schedule can be found at the Professional Development site at http://oregonstate.edu/training/course_list.php?cat_id=31; category is Business Affairs Training. Registration is required for these classes. The current class schedule is:

Shopper / requestor	Approver	Advanced Shopper / Requestor
Dec 6 – 2:30 – 4 PM	Dec 12 – 10:30 – 11:30 AM	Dec 19 – 10:00 – 11:30 AM

NOTE: If you cannot make a class, please let us know as soon as possible.
If you would like additional training classes, please let us know

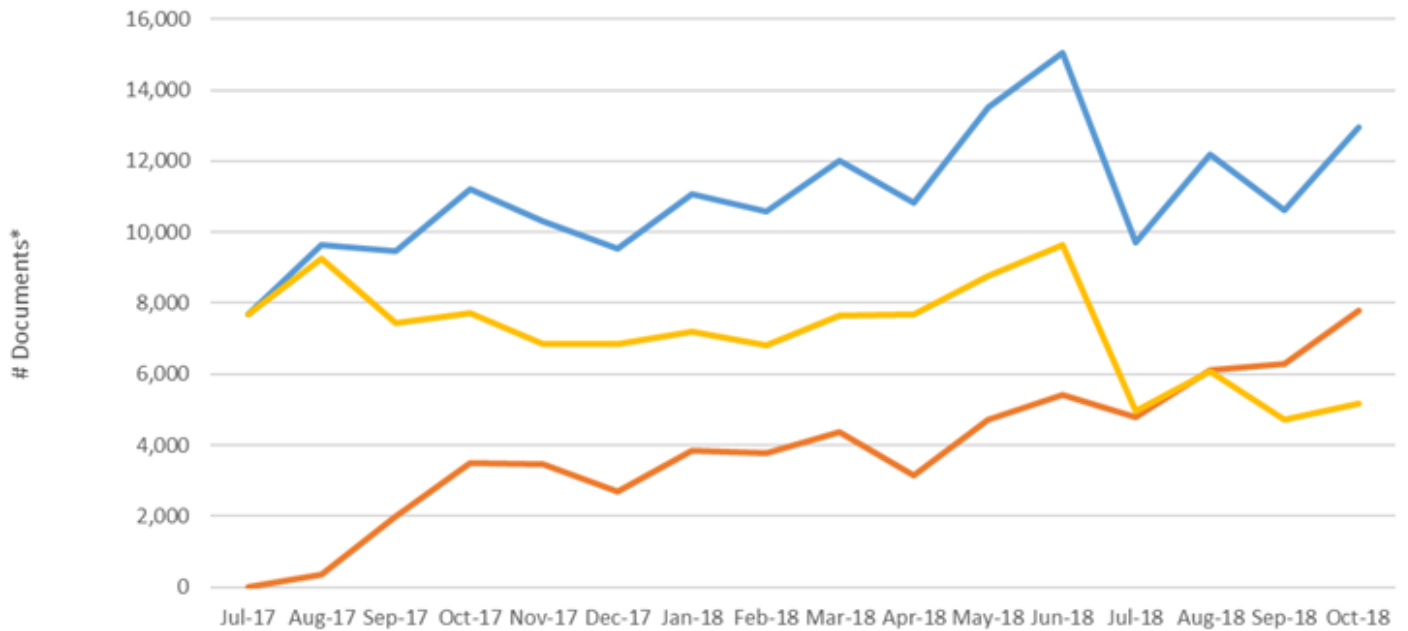
Office Hours Help: The eProcurement Help Desk will provide drop in support in their office on Thursdays from 10am to 12pm, in Kerr A0012. If you need some one-on-one help, have a question on how to do something in BennyBuy, or just need a question answered, please feel free to stop by their office during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

BennyBuy Monthly Stats: We have compiled the monthly stats for BennyBuy adoption for October. The number of distinct users is up again this month, to 1,675. Overall adoption is now at 60.8%, another high! Total number of invoices increased by about 4,000 over September. The Einvoice percentage is down slightly from last month to about 18%, however the number of Einvoices increased by about 250, to a new high of 2,322.

Current adoption rates, by Business Center, are:

AABC – 52.78%
AMBC – 40.27%
ASBC – 41.25%
BEBC – 76.13%
CCBO – 78.18%
FOBC – 69.68%
HSBC – 28.49%
UABC – 61.04%

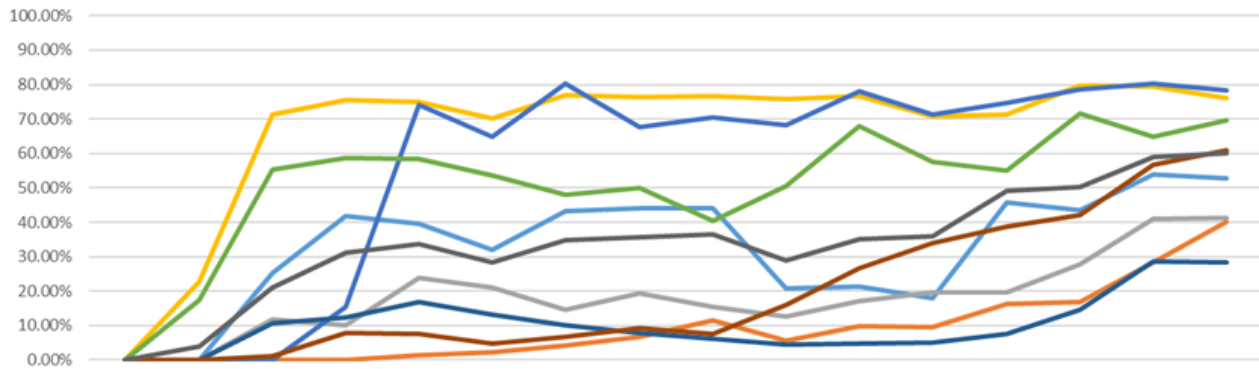
Business Center Totals



	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	Oct-18
Total Invoices*	7,687	9,628	9,454	11,195	10,292	9,536	11,060	10,578	12,025	10,839	13,502	15,061	9,722	12,172	10,615	12,965
Benny Buy	0	368	2,002	3,485	3,456	2,700	3,863	3,763	4,376	3,138	4,721	5,420	4,774	6,105	6,272	7,802
Banner	7,687	9,260	7,452	7,710	6,836	6,836	7,197	6,815	7,649	7,701	8,781	9,641	4,948	6,067	4,704	5,163

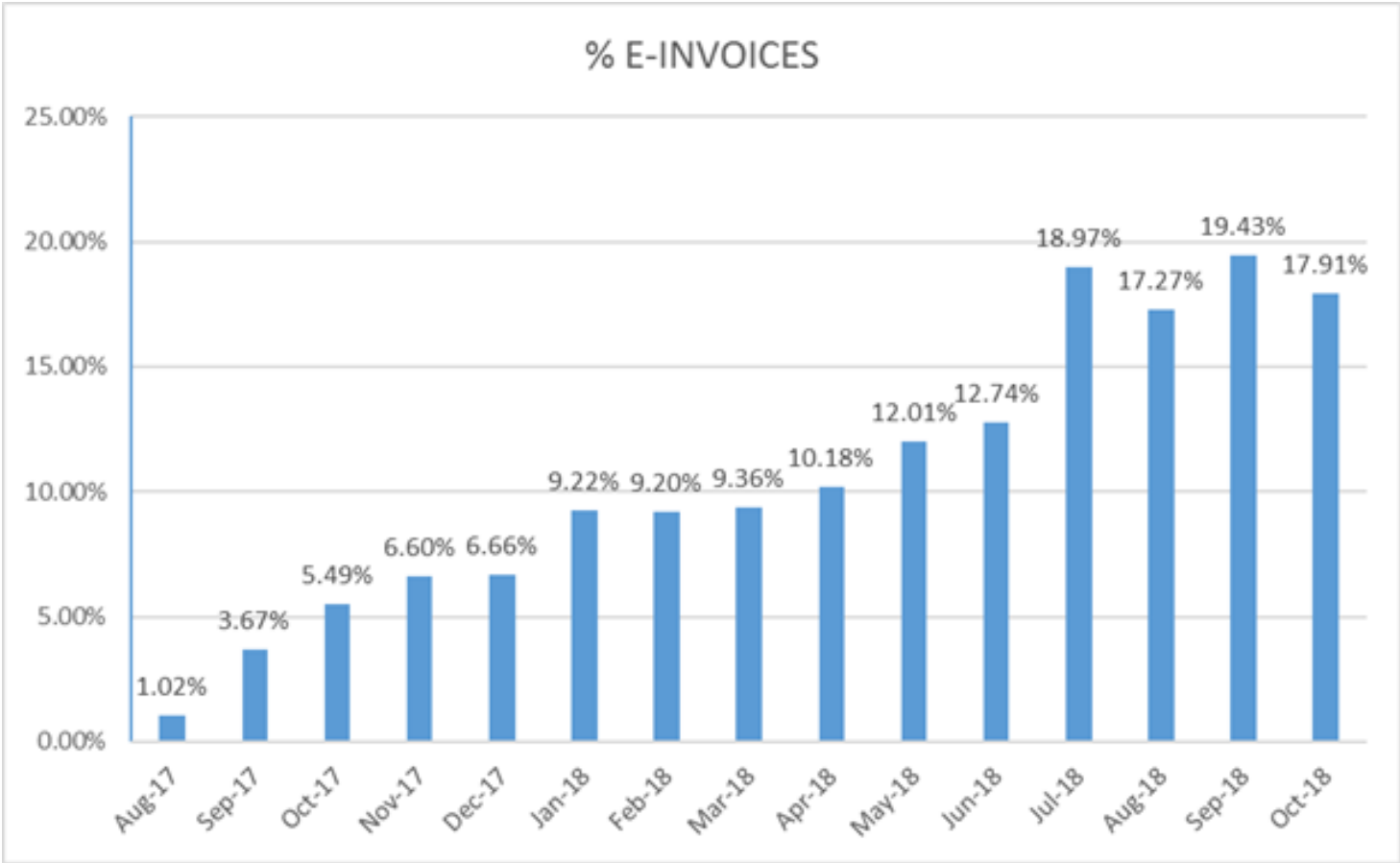
— Total Invoices* — Benny Buy — Banner

% 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	Oct-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%	52.78%
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%	40.27%
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%	41.25%
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%	76.13%
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%	78.18%
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%	69.68%
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%	28.49%
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%	61.04%
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%	60.18%

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



The eProcurement Team