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 eprocurement@oregonstate.edu

Training Opportunities: We will be rolling out additional training opportunities this summer and into the fall. We plan to offer general sessions starting in mid July and going through mid October.   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.

Security Access Requests:
Security Access Requests can be delayed if not completed correctly. A common issue is that the forms are not being signed by all required people. The employee requesting access needs to sign the form, along with the Business Center and the appropriate Budget Authority. The Budget Authority may not be your supervisor. If you are requesting access for a grant fund / index, the Principal Investigator (PI) on that grant must approve as well.

The BennyBuy Request for Access form can be found on the BennyBuy home page (www.oregonstate.edu/bennybuy) The form is on the right

It can also be found in the Training Library – Tip Sheets , General Section, Access Request Form
Or a direct link is
https://fa.oregonstate.edu/sites/fa.oregonstate.edu/files/bb_access_request_form.pdf

Instructions on routing a form through Docusign can be found at
https://fa.oregonstate.edu/sites/fa.oregonstate.edu/files/routing_a_bennybuy_access_form_docusign_sender_instructions.pdf or in the Training Library -> Tip Sheets, General Section, Routing the Access Request Form through Docusign.
We thank Jack Breen of UABC for preparing this.

Business Center roles should be requested through the (Banner) Request for Access Process.

Removing access: If an employee has left the university, there is no need to submit a form requesting the access be removed. Access should be removed by the system when the employee terminates. However, if the employee has changed positions within the university, a request should be submitted to have access updated.

If you have questions on security access, please contact the eProcurement team at
eprocurement@oregonstate.edu

Autopay:
The University has made the business decision to phase out the Autopay vendors. Some have already been phased out. But BennyBuy can help! Some autopay vendors, such as VWR, Office Depot, Staples and Grainger are already set up as a catalog vendor in BennyBuy. You can shop in BennyBuy easily with these vendors. For some others, such as the University bookstore, you will need to create a Purchase Request form in BennyBuy. In the Showcase section, the Forms are the first section.
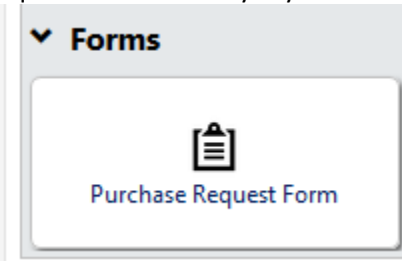
Create a Purchase Request with a product description and an expected (not to exceed) amount and bring to the vendor.

Addresses:
Initially, the BennyBuy team was provided a list of standard building addresses to set up in the BennyBuy system. However, some people are having issues with addresses or deliveries going to the wrong place.

In the Ship To Address, there is no need to put the building or street address. BennyBuy will automatically add that. If you are putting in a room number, keep the word 'Room' so it does not get confused as a street number. Bill To addresses should always be directed to your Business Center.

If you are having issues with deliveries and addresses, please contact the Help Desk at
eprocurement@oregonstate.edu

User Comments:
From Lois Brooks, CIO: BennyBuy launched last fall and immediately had strong adoption by the business centers. The usage numbers continue to rise steadily and we are on track to successfully move OSU's purchasing activities into the digital age.

From Steven Carrell, Faculty Research Assistant: Thanks for the tip sheet! Very helpful!

From a Buyer: Punch-out has worked well and is convenient. Lead times seem to be faster with certain vendors.

From an Accountant in a Business Center: Having a majority of our orders being placed as PO's helps streamline the invoicing processes and allows the student workers to easily input invoices if no changes are needed

Thanks and have a good holiday weekend!

The eProcurement (BennyBuy) team