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

Training Opportunities: We are rolling out additional training opportunities this summer and into the fall. We have scheduled general sessions starting now through end of September. (See list below) To register for any of the sessions, please see the Professional Development site at http://oregonstate.edu/training/course_list.php?cat_id=31 The trainings are listed under the category of Business Affairs Training. Classes are titled BennyBuy Shopper/Requestor and BennyBuy Approver. Registration is required. These sessions are for all units and departments and not department specific. They will focus on the shopper / requestor experience and the 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.)

Class dates / times are:

Shopper / requestor	Approver
July 26 – 10:30 AM – 12:00 PM	Aug 2 – 9:30 AM – 10:30 AM
Aug 9 - 10:30 AM- 12:00 PM	Aug 15 – 1:30 PM – 2:30 PM
Aug 23 – 10:30 AM – 12:00 PM	Aug 30 – 10:30 AM – 11:30 PM
Sept 6 – 2:30 PM – 4:00 PM	Sept 13 – 10:30 AM – 11:30 PM
Sept 20 – 2:30 PM – 4:00 PM	Sept 27 – 10:30 AM – 11:30 PM

If you would like us to give a presentation and training for your unit other than the general trainings, 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

System Updates:
There are 107 items on the system maintenance list. Of these:
- 52 are marked complete
- 22 are work orders for others
- 9 are future enhancements
- 24 are being worked by the project team

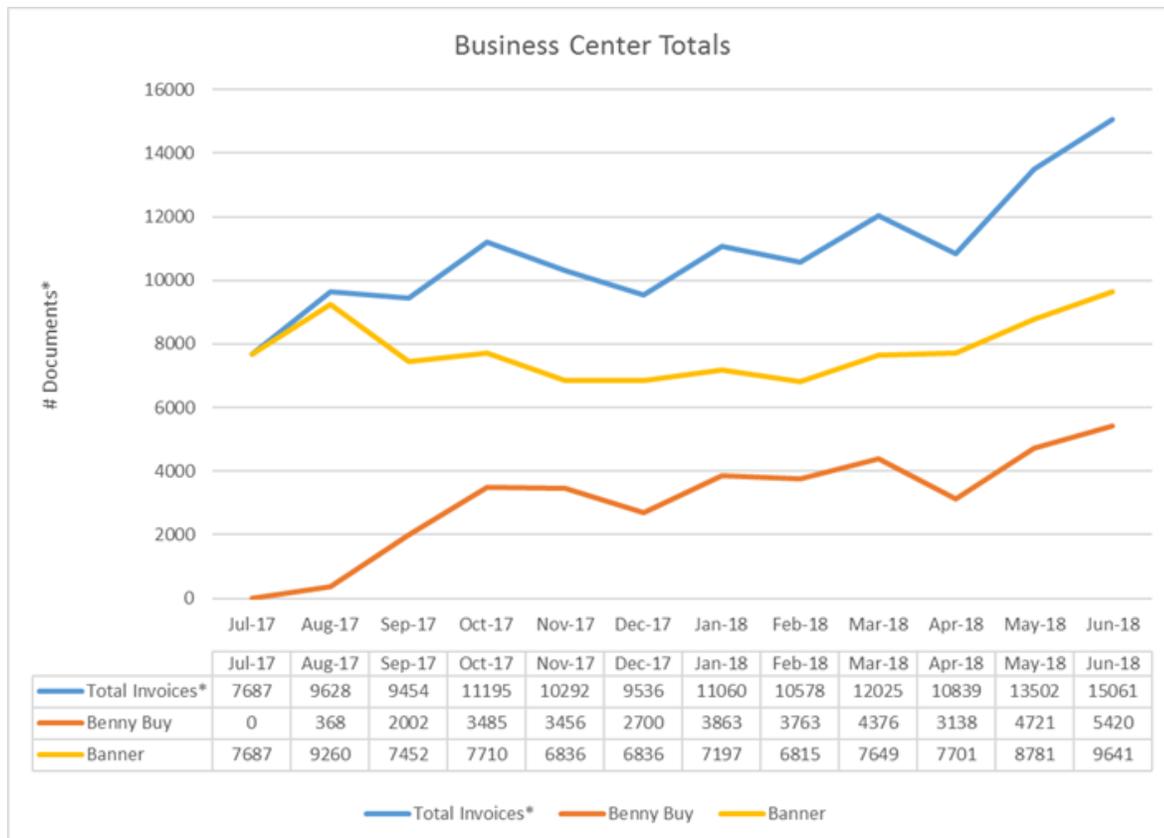We have resolved the following items in the past 2 weeks:
- Modified the format for all Bill To addresses as follows.
  - Changed **Contact Line 1** from "contact name" to "department name". This will assist business centers in processing the invoices when they come in.
  - Changed **Contact Line 2** so that the email address for each business center is added. You don't need to do anything for this change it will be added to your saved addresses automatically.
  - If you had previously established a default or favorite Bill To address they will still be saved in your profiles and you don't need to re-add them. If you had previously put information in the Contact Line 1 field you will need to go in and add your department name.
  - See example below

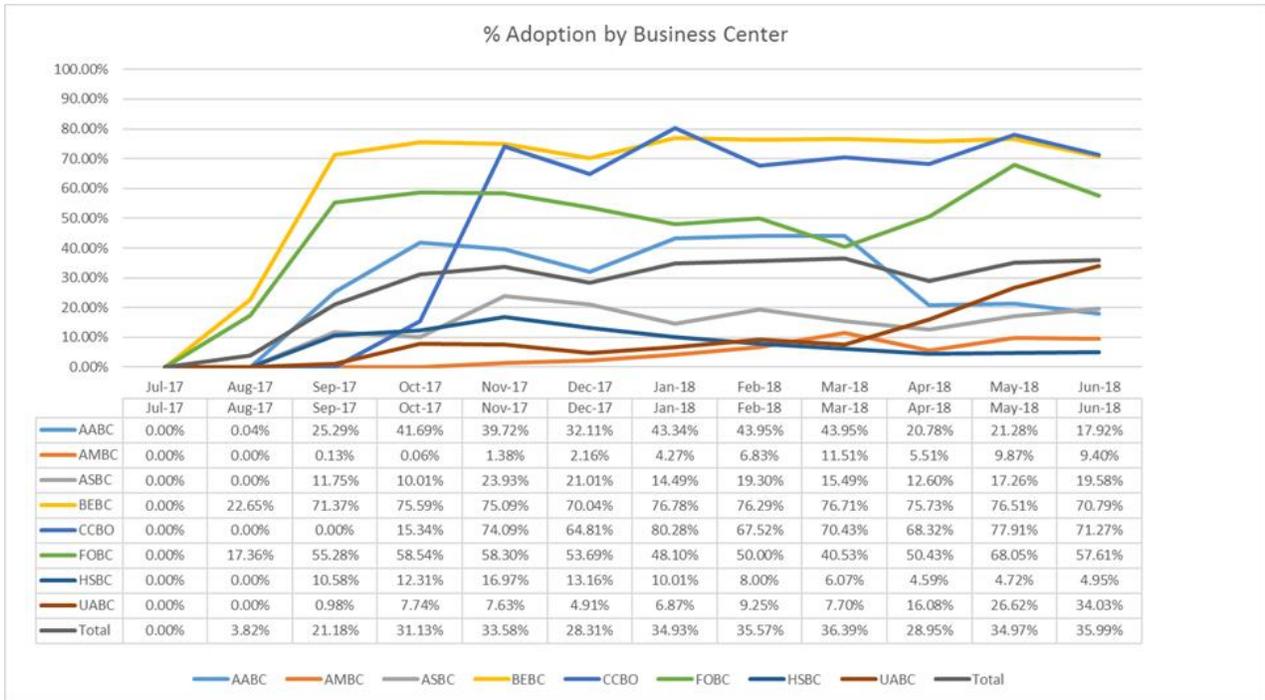| Billing Address |
| --- |
| Business Affairs |
| Email Invoices: |
| UABC.APInvoiceReply@ogregonstate.edu |
| 1600 SW WESTERN BLVD |
| University Plaza |
| CORVALLIS, OR 97333 |

- Fixed an Receipt issue when users leave 0 in the quantity amount when items are backordered, causing the system to improperly mark those lines as received.
- Changed the Distribute PO to Vendor check box on change orders to DO NOT Distribute PO to Vendor; change orders with this box checked (default) will not be sent to the vendor.
  - This change was made due to the fact that a majority of our Change Orders are for administrative purposes and don't actually need to be sent to the vendor.
- Removed invalid extensions in user phone numbers

Usage Stats:
- For June, we had 1,375 users, a decrease of 2 users from last month
- Of Banner and BennyBuy invoices (not including Autopay or Pcard) almost 36% were processed through BennyBuy. Cascades had the highest percentage with just over 71% of their invoices going through BennyBuy, followed by BEBC with almost 71%.
- UABC had the most submissions, with 846 of their 2,486 invoices submitted through BennyBuy; FOBC with 685 of their 1,189 invoices submitted to BennyBuy was closely flowed by AABC with 684 of their 3,816 invoices.

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
Total Invoices*	7687	9628	9454	11195	10292	9536	11060	10578	12025	10839	13502	15061
Benny Buy	0	368	2002	3485	3456	2700	3863	3763	4376	3138	4721	5420
Banner	7687	9260	7452	7710	6836	6836	7197	6815	7649	7701	8781	9641

*Total invoices are Benny Buy, Banner (Direct Pay and PO Invoice); does not include Autopay or Pcard

% 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
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%
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%
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%
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%
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%
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%
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%
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%
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%

July 17 - present overall %

AABC	AMBC	ASBC	BEBC	CCBO	FOBC	HSBC	UABC	Total
28.90%	4.50%	14.02%	65.96%	51.48%	47.08%	7.57%	11.06%	28.50%

If you have any questions or comments, please let us know.
The eProcurement Team