

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 in mid July and 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 12 – 10:30 AM – 12:00 PM (registration closed; class full)	July 19 – 2:30 PM – 4:00 PM
July 26 – 10:30 AM – 12:00 PM	Aug 2 – 9:30 AM – 11:00 AM
Aug 9 - 10:30 AM- 12:00 PM	Aug 15 – 1:30 PM – 3:00 PM
Aug 23 – 10:30 AM – 12:00 PM	Aug 30 – 10:30 AM – 12:00 PM
Sept 6 – 2:30 PM – 4:00 PM	Sept 13 – 10:30 AM – 12:00 PM
Sept 20 – 2:30 PM – 4:00 PM	Sept 27 – 10:30 AM – 12:00 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.

New Optional Service with the Bookstore: We have worked with the OSU Bookstore to provide a new, optional service. Your BennyBuy orders now, by default, will be emailed from BennyBuy to the Bookstore (rather than having to print and carry it over). The Bookstore will email when the order is ready for pickup. If items are backordered, or there is a delay, they will let you know.

You still have the option to print out the order and carry it to the bookstore if you prefer. See the new Tip Sheet [Bookstore Purchases](#). This will be available on our web site next week.

System Updates:

There are 106 items on the system maintenance list (an increase of 2 since our last update). Of these:

- 46 are marked complete
- 27 are work orders for others
- 8 are future enhancements
- 25 are being worked by the project team

The eProcurement Team