

Please share this information with your co-workers or have them subscribe to this list at [lists.oregonstate.edu](mailto:lists.oregonstate.edu); the list name is BennyBuy\_Updates. Please do NOT send messages to the list. We would also like your feedback on what features you would like, issues we should address, and tips we should share. Please send your questions and comments to [eprocurement@oregonstate.edu](mailto:eprocurement@oregonstate.edu).

**Upcoming Changes to Shopping Showcase:** Effective Monday, September 16<sup>th</sup>, there will be some slight changes made to the Shopping Showcase. When you select the icon for a Punchout vendor, instead of the word Punchout, it will instead say "Shop Now". We have also added Supplier Information sheets for each Punchout vendor. Selecting these will open a new tab which will provide ordering and contact information for that supplier.

**I Found it Cheaper:** The "I Found it Cheaper" button is being moved to an external link. Effective Monday, September 16, there will be a Resources link in the Tool Box widget. Selecting this link will take you to an external web page, where you can then select a link for "[I Found it Cheaper!](#)" This will open an email template that you can fill in and send the information to PACS. The link can also be accessed [here](#).

**Featured FAQ:** Question: What should I do if my purchase order is cancelled? Answer: If your Purchase Order needs to be cancelled, please first verify with the Supplier so they are aware. After, you will want to contact your Business Center so they can cancel the Purchase Order in BennyBuy, and finalize the revision.

**Training and Office Hours:** The eProcurement Help Desk continues to provide in-person support and training in our office on Thursdays in Kerr Administration Building, room A012. You can [Register](#) for a training session at 9am or 10:30am on a Thursday that works for you. You can also drop in from 10am to 12pm if you need one-on-one help or have a question on how to do something in BennyBuy. If this period does not work for you, please email us to arrange an alternate time that accommodates your schedule. You can also visit our online [Resources](#) and [Training](#) pages.

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