

Dear Customers:

PCMM is pleased to announce the new Contract Request form is available today in the eProcurement system "BennyBuy." Please use this form when requesting contract review or other contract actions in place of sending an email to the PaCS or Contract Services mailbox. As of July 1, this new form forms will be the preferred method for submitting request to PCMM. E-mails sent to pacs@oregonstate.edu or contract.services@oregonstate.edu be returned with the direction to use the form.

If you are new to BennyBuy, you can access the system at <https://pacs.oregonstate.edu/eProcurement> and enter your ONID username and password at the login.

Benefits of using the form include:

- ease of tracking your requests once submitted to PCMM
- automated email when the request is completed and turned into a contract or other document
- records communications regarding the request throughout the process
- provides access to review completed contracts or other documents

A Tip Sheet with instructions on how to complete the new Contract Request form can be found at <https://pacs.oregonstate.edu/eProcurement/training/tip-sheets>. Additional information regarding when to use the new Contract Request form, additional eProcurement forms, and other payment methods is included in the attached OSU [Contract, Purchase, and Payment Matrix](#).

If you have any questions about this announcement, please contact the eProcurement help desk at (541) 737-3830 or eProcurement@oregonstate.edu

Thank you

Procurement Services, Contract Services, Construction Contracts Administration and the eProcurement team