

Dear Procurement, Contracts and Construction Contracts Administration Customers:

Our office is in the process of implementing the new Contract module in OSU's eProcurement system. As part of this effort we will activate the new Contract Request form and PaCS Inquiry form on June 17<sup>th</sup>. These forms will be used for submitting requests to Procurement, Contracts and Construction Contracts staff in place of sending an email to PaCS or Contract Services.

Unlike the Purchase Request form, the Contract Request and PaCS Inquiry forms DO NOT obtain budget approvals or go through workflow. Therefore a Purchase Request form should be used for purchases or contracts that commit OSU funds during the current fiscal year. This will ensure budget approvals and applicable workflow are invoked.

We realize there will be a transition period for this new forms, but encourage new requests to be submitted using the new forms starting June 17<sup>th</sup>. As of July 1<sup>st</sup>, these new forms will be the primary method for contacting PaCS and requests sent to the PaCS or Contract Services emails will be redirected.

Benefits of using the form include:

- ease of tracking your requests in the Contracts module
- automated email when the request is completed and turned into a contract or other document
- documentation of communication throughout the process
- ability to review completed contracts or other documents, communications and history

Additional information and guidance about using the forms will be sent prior to June 17<sup>th</sup>. If you haven't logged into OSU's eProcurement System "BennyBuy", you can access the system at <https://pacs.oregonstate.edu/eProcurement> and login using your ONID username and password.

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

Thank you,

Procurement, Contracts, Construction Contracting and the eProcurement team