BennyBuy Access

The BennyBuy Access Request form can be used to gain elevated access, such as Requestor or Approver. The form is located on the eProcurement Homepage. The link is titled Request BennyBuy Access. The types of access that can be granted are as follows:

- **Requestor**: Allows a user to make purchases in BennyBuy up to $5,000 without needing approval from a Budget Authority or Business Center.
- **Delegate**: Allows a user to act as a delegate (substitute) approver on behalf of someone else. This access does not add a user to a Budget Authority approval queue.
- **Budget Authority**: Adds a user to a Budget Authority queue at specified approval levels.

If you are a student or graduate employee and do not have access to BennyBuy, please contact eProcurement@oregonstate.edu with your ONID username and provide a short explanation on why you need access. This type of access has to be setup manually by the eProcurement office.

If you are a Business Center employee who needs Invoice Entry or Approver access for Business Center approval queues, please fill out the Banner Access Request Form.

### Adding Requestor Access

1. Begin by selecting the Request BennyBuy Access link on the eProcurement Homepage. This will take you to the form in OnBase. In the ID Number field, begin by entering the OSU ID number in the ID Number field for the person receiving access. The rest of the information should populate.

2. In the Request Type field, select Requestor and then click the checkbox to Add Requestor Role.
3. The **Index Codes** section will now appear. Enter the index codes (one per box) that you need to place orders on. When entering the index codes, keep in mind the index codes are always six digits long (ex. QBA207) and any letters should be capitalized. Use the **Add** button as needed to add additional lines.

<table>
<thead>
<tr>
<th>Index Codes</th>
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</thead>
<tbody>
<tr>
<td>Index codes here, for additional codes attach a list of valid indexes to this request.</td>
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</table>

4. Once all index codes have been entered, enter text in the **Additional Information** field as needed. Click **Submit** to submit the form.

5. When an access request form is submitted, it will go to your Business Center first for approval, and then to IT to setup the access. Once both groups have been approved, you will be notified via email that the access has been granted.

### Removing Requestor Access

1. To remove requestor access for an individual, begin by filling out the form in step 1 outlined above. For the **Request Type**, select **Requestor**. This time, however, click the checkbox to **Remove Requestor Role**.
### Requesting BennyBuy Access

2. By default, all requestor access will be removed for the individual. If you only want to remove access for specific indexes, specify as such in the Additional Information field. Click Submit to finalize the form.

### Adding Delegate Access

1. To request Delegate Approver access, begin by entering the OSU ID number in the ID Number field for the person receiving access. The rest of the information should populate.

2. In the Request Type field, select Delegate. In the Requested Access field, click the checkbox to Add Delegate Approver Role.

3. Use the Additional Information box as needed. Click the Submit button at the bottom of the form to finalize the request.

4. To remove Delegate access for an individual, follow the steps as outlined above, but select the Remove All Delegate Approver Roles checkbox instead.
Adding Budget Authority Access

1. To request Budget Authority Approver, begin by entering the OSU ID number in the **ID Number** field for the person receiving access. The rest of the information should populate.

2. In the **Request Type** field, select **Budget Authority**. In the **Requested Access** field, specify the approval levels the user should be added to.

3. In the **Approval Queue ID’s** field, specify the approval queue ID’s the user should be added to. The queue ID is a four digit code. If you are unsure of the queue ID, use CORE report FIN0074 to view the queue ID for an index.

   Note that if a user needs access to multiple approval queues at different levels, multiple forms should be submitted for the different queues and levels. If access is needed for multiple queues but at the same level, one form can be submitted.

4. Use the Additional Information box as needed. Click the **Submit** button at the bottom of the form to finalize the request.
Removing Budget Authority Access

1. To remove budget authority access for a user, begin by entering the OSU ID number in the **ID Number** field for the person receiving access. The rest of the information should populate.

2. In the **Request Type** field, select **Budget Authority**. In the **Requested Access** field, select the Remove All Approval Roles checkbox.

3. By default, the user will be removed from all budget authority queues they are a part of. If the user only needs to be removed from certain queues or levels, please specify so in the **Additional Information** field.

4. Click the **Submit** button at the bottom of the form to finalize the request.