

I have seen an increase this summer in OSU Students and Employees that have been invited to register as a vendor through BennyBuy. This **is not** the correct process to establish an OSU student or employee vendor record. I have outlined the process for students and employees below. Please do not hesitate to contact myself or Vendor Maintenance if you have any questions on what process to use in order to establish a vendor at OSU.

Setting up new Student and Employee vendor records.

- Email vendor.maintenance@oregonstate.edu
- Include:
 - Persons Name
 - Banner ID Number
 - Current address if known *“if no address is provided we will use the most recent CM address on file”*

Vendor maintenance will process these using the Student and Human resources data that already exists in Banner to complete the request. If for whatever reason, there is missing information for the individual vendor maintenance will reach out to the person who submitted the request for more details.