

Requesting BennyBuy Access

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.

The screenshot shows two sections of the form. The first section, 'Submitted by:', has a header bar and a sub-header 'This individual will be contacted if there are any issues with this request.' Below this are two input fields: 'Name:' with the value 'Byrnes, Lane M' and 'Email:' with the value 'lane.byrnes@oregonstate.edu'. The second section, 'Access Requested For:', has a header bar and a sub-header 'This is the information for the individual who needs access.' Below this are several input fields: 'ID Number: *' with '931692296', 'Email:' with 'lane.byrnes@oregonstate.edu', 'First Name:' with 'Lane', 'Last Name:' with 'Byrnes', 'Department:' with 'Procur,Cont&MaterialsMgt', 'ONID Username: *' with 'byrnesl', and 'Business Center *' with 'UABC'.

2. In the **Request Type** field, select **Requestor** and then click the checkbox to **Add Requestor Role**.

The screenshot shows two sections of the form. The first section, 'Request Type', has a header bar and a dropdown menu with 'Requestor' selected. The second section, 'Requested Access:', has a header bar and two checkboxes: 'Add Requestor Role' (checked) and 'Remove Requestor Role' (unchecked). Below the checkboxes is a small note: 'Requestors can submit carts between \$0 and \$5,000 without additional approval. A security profile is created based on the indexes provided.'

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- 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.

Index Codes:

Indicate Requestor index codes below, for additional codes attach a list of valid indexes to this request

QBA207	QBA210	QBA201					Add
							Remove
							Remove

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

Additional Information

BOT Information

Visible only to Benny Buy User Group

In ALL_USERS? Y/N

Submit

- 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

- 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**.

Request Type

Requestor

Requested Access:

Add Requestor Role

Remove Requestor Role

Requestors can submit carts between \$0 and \$5,000 without additional approval. A security profile is created based on the indexes provided.

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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.

Additional Information
Remove access for indexes: QBA207, QBA210

BOIT Information
Visible only to Benny Buy User Group
In ALL_USERS? Y/N
Y

Submit

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**.

Request Type
Delegate

Requested Access:
 Add Delegate Approver Role Existing Approvers can delegate their BennyBuy authority to another Approver under their profile settings.
 Remove All Delegate Approver Roles

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

BOIT Information
Visible only to Benny Buy User Group
In ALL_USERS? Y/N
Y

Submit

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

Request Type
Delegate

Requested Access:
 Add Delegate Approver Role Existing Approvers can delegate their BennyBuy authority to another Approver under their profile settings.
 Remove All Delegate Approver Roles

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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.

The screenshot shows two sections of a form. The top section, titled "Request Type", has a dropdown menu with "Budget Authority" selected. The bottom section, titled "Requested Access", contains three radio button options: "Level 1 Approver \$5,000.00-\$24,999.99" (checked), "Level 2 Approver \$25,000.00-\$149,999.99" (checked), and "Level 3 Approver \$150,000.00 and up" (unchecked). There is also a "Remove All Approval Roles" checkbox. To the right of these options, there is explanatory text: "Level 1 Approver. Approves BennyBuy requisitions and invoices between \$5,000.00 and \$24,999.99." and "Level 2 Approver. Approves BennyBuy requisitions and invoices between \$25,000.00 and \$149,999.99."

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.

The screenshot shows the "Approval Queue IDs" section. It includes a header "Approval Queue IDs:" and a sub-header "Indicate Approver four digit queue IDs below. Queue ID's can be looked up in CORE using report FIN005 (Example: Approval Queue '410000 QBA Business Affairs' Queue ID = Q01X).". Below this is a table with six columns and two rows of input fields. The first cell in the first row contains "Q02X" and is highlighted with a red box. To the right of each row are "Add", "Remove", and "Remove" buttons.

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

The screenshot shows the "BOIT Information" section with a sub-header "Visible only to Benny Buy User Group" and a checkbox labeled "In ALL_USERS? Y/N" which is checked. Below this is a "Submit" button.

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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.

The screenshot shows the 'Request Type' dropdown menu set to 'Budget Authority'. Below it, the 'Requested Access' section has three radio button options: 'Level 1 Approver \$5,000.00-\$24,999.99', 'Level 2 Approver \$25,000.00-\$149,999.99', and 'Level 3 Approver \$150,000.00 and up'. The 'Remove All Approval Roles' checkbox is checked and highlighted with a red box. Below this is an empty 'Additional Information' text area.

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.

This screenshot shows the 'Remove All Approval Roles' checkbox checked. The 'Additional Information' field contains the text 'Remove from Q02X at Level 1 only'.

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

The screenshot shows the 'BOIT Information' section with a text input field containing 'Y'. Below this is a dark grey bar with a red 'Submit' button.