



IOWA STATE UNIVERSITY

cyBUY Contract Market Training

# SHOPPER GUIDE

Revised November 2017





# FAQs

## **What is cyBUY?**

The cyBUY Contract Marketplace is an e-procurement system available through AccessPlus where ISU employees can browse and shop online catalogs with ISU's contracted vendors. Shoppers can create online carts, which are routed to releasers (typically administrative personnel in your department) for review before being submitted to the vendor as an order.

## **Why should I use cyBUY?**

As a cyBUY user, you have:

- Access to university contracts and pricing.
- One password access to multiple vendor catalogs.
- Online tracking of orders and order history.
- Paperless direct-to-vendor orders.
- Increase order accuracy by submitting electronic orders.
- Simple and easy online shopping for scientific equipment and supplies, computers, books and office supplies.
- Placing orders through cyBUY allows procurement services to get an accurate picture of how much is being spent with each vendor, and because of that volume, negotiate better pricing agreements.

## **Who has access to the cyBUY catalogs?**

All ISU employees, including graduate assistants and hourly employees, are able to access cyBUY under the uBusiness tab in AccessPlus. If you are an employee and you have lost access to cyBUY, especially if you are a graduate assistant or a student employee, you might lose access around winter and spring graduation if your employment term has expired. Access will be automatically restored when your employment term is extended.

## **What to do if it is not restored**

Contact the staff person in your department responsible for human resources issues.

## **Can I be both a shopper and releaser?**

Yes. The shopper selects the items to purchase and submits the cart to the cyBUY marketplace to the releaser to review. The releaser reviews the order and submits the order to the vendor. The shopper and the releaser can be the same individual.

## **How were these vendors chosen to be on cyBUY?**

Procurement Services chooses the vendors on cyBUY based on competitively bid contracts, sales volume, and the vendor's ability to provide online catalogs that are compatible with the cyBUY Contract Marketplace. Procurement intends to continue to add vendors over time as they are able to provide online catalogs and if significant value can be realized.

### **Can I still purchase items from vendors that are not on cyBUY?**

Yes, but if the items are available from vendors in cyBUY and you find equivalent products with lower pricing elsewhere, contact procurement services for assistance. We may be able to work with our contracted vendors to match or quote a lower price, especially for larger quantities. If you need items not offered equivalently through these vendors, you may go outside the cyBUY marketplace. Procurement services can also help with sourcing items if you are not sure where to find them.

### **Is there a dollar limit for cyBUY orders?**

Orders totaling \$50,000 may require written competitive bids to be obtained. Any orders below this amount may be purchased through a cyBUY vendor. Orders over \$50,000 may still be created and routed in cyBUY, but will be reviewed by Procurement Services to determine if bidding should take place. Because the contracts with cyBUY vendors are competitively bid, spending limits for users are higher. If you are purchasing a large quantity of an item or a large dollar amount, contact the vendor representative or Procurement Services because the vendor may be able to provide a lower price for larger quantities.

### **Can I still order by phone or with my p-card?**

If placing an order with a vendor that is available on cyBUY, the order should be placed through cyBUY on AccessPlus and not by phone or with a p-card.

### **What information do I need to provide to create an order?**

This may include information such as account number, business purpose, or project name. Additionally, where principal investigator approval may be needed, email communication to the releaser may be used.

### **How is the "ship to" address for orders determined or changed?**

Each ISU employee will have a cyBUY user record, set up by procurement services. The initial "ship-to" address for orders placed through cyBUY will be the address on record for you with human resources (check the ISU Directory for your information). However, this address may be changed, either for all orders or for individual orders. The ship-to address on your record can be changed by a releaser in your department or procurement services. To change the ship to address on an individual order, the address can be changed by the releaser before the order is sent to the vendor.

### **How is the fund account assigned to my order?**

When creating a cart in the cyBUY marketplace, shoppers have a Fund Account/Notes box to provide information to the releaser. The releaser enters the fund account number before releasing the order. The fund account may be changed when the payment to the vendor is processed by the department.

### **What is a release number?**

It is the number that is associated with your order before it is sent to the vendor for order fulfillment. Once the order is placed with the vendor, the vendor recognizes this number as the customer purchase order number or "PO#".

### **How can I tell the status of my order?**

All shoppers and releasers will have access to view their orders as they are processed through the cyBUY system and AccessPlus. Some of the vendor websites will also display order status information.

Vendors that display order information include:

Airgas	Hewlett Packard
American Education Supply	McKesson
B&H Photo	Medline
Bio-Rad	MWI
CDW	Newark
Crescent Electric	Office Depot
Dell	Perkin Elmer
Fisher	Sigma Aldrich
Thermo Fisher	Supply Works
Graybar	VWR
Henry Schein	

**How are orders released? Will there be a delay in the order getting to the vendor because it has to go to a releaser?**

Once you submit a cart from the cyBUY marketplace, it will be sent to your releaser for review. Each shopper may be assigned up to three releasers to ensure timely processing of orders.

**How are order confirmations received and who received them?**

If the vendor provides order confirmations, they will email the confirmation to the individual placing the order (the shopper).

**How do I change my cyBUY order?**

If the order has already been released to the vendor, you must call the vendor sales representative or customer service department to change the order. The contact information for each vendor can be found on the cyBUY marketplace main page. If the order has not been released to the vendor, the order may be cancelled by a releaser but cannot be changed.

**How do I cancel my cyBUY order?**

If the order has already been released to the vendor, you must call the vendor sales representative or customer service department to cancel the order. The vendor needs to cancel the order in their system and procurement services needs to cancel the order in cyBUY. To have an order cancelled in cyBUY, email the release number to [cybuy@iastate.edu](mailto:cybuy@iastate.edu).

Additional FAQ's can be found at <https://www.procurement.iastate.edu/cybuy/faq>

- Add/Update
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  - Display Release
  - Comments
  - Receiving
  - My User Record
  - Attachments
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  - Open Releases
  - C.I.T. Transportation
  - Create Bus Release

**Business**

- Admin cyBUY
- Admin P-card
- Cent Store Catalog
- cyBUY (Releaser)
- cyBUY - SHOPPER**
- KFS
- Req - Requestor
- Req-PRCH VRFYR
- Student Employment
- WebFM

**General**

- e-Content
- e-Reports
- Emergency Plan
- Training - KFS

**cyBUY - SHOPPER**

Release	Name	Dept	Vendor
410969	WICHERS ELIZABETH LYNN	15060	



Click on the graphic above to go to cyBUY.  
This will open a new browser window.  
Please remember to close it when you are done.

**ANNOUNCEMENTS**

- 03/07/2017 [Digi-Key catalog available on cyBUY](#)
- 03/09/2017 [New England BioLabs catalog available on cyBUY](#)
- 10/07/2016 [New cyBUY Search Upgrade](#)
- 01/26/2016 [Purchasing transition to new address format](#)
- 12/16/2015 [cyBUY system to allow up to 35 accounts](#)
- 12/02/2015 [Use cyBUY for CIT Bus Release Numbers](#)
- 07/21/2015 [cyBUY Vendor Fair](#)
- 12/13/2013 [Changes to cyBUY Starting Monday 12/16](#)
- 12/09/2013 [Changes Are Coming to cyBUY!](#)
- 05/28/2013 [Important information about searching on cyBUY](#)
- 07/01/2011 [Purchasing Systems Attachment Uploading](#)



shop - elizabeth lynn wichers @ iowa state university

cart (1) menu help logout

**shop** **cart (1)**

Search Keyword(s), Item Numbers, etc.

**NOTE: THE SEARCH BOX ABOVE WILL ONLY BRING BACK RESULTS FROM CATALOGS THAT HAVE A SEARCH ALGORITHM ENABLED.**

**NOT ALL VENDORS HAVE THIS TECHNOLOGY, SO IF THIS SEARCH DOES NOT BRING BACK THE RESULTS YOU ARE LOOKING FOR, PLEASE TRY SPECIFIC CATALOGS.**

\*\*Contact Procurement Services at [cybuy@iastate.edu](mailto:cybuy@iastate.edu) for assistance with items you are having difficulty locating.

[cyBUY info page.](#)

For assistance with the cyBUY system, contact the cyBUY help desk at 515-294-8577 or [cybuy@iastate.edu](mailto:cybuy@iastate.edu).

For assistance with your order, contact your vendor's representative:

Airgas - Troy Krumm 515-401-7545 [troy.krumm@airgas.com](mailto:troy.krumm@airgas.com)

American Education Supply - Bennet Robbins, 847-743-1749 ext.3, [brobbs@americanhotel.com](mailto:brobbs@americanhotel.com)

**ISU Stores Catalogs**

 Central Stores <a href="#">Non-Stock Central Stores</a>	 Chemistry Stores <a href="#">Non-Stock Chem Stores</a>
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**Biotechnology and Research Chemicals**

 Biorad	 Biorad I-Supply	 Carolina Biological	 IDT	 New England Biolabs, Inc
 Promega	 Qiagen	 Roche Diagnostics	 Life Technologies	

**Books, Copiers, and Office Supplies**

 Complete Books	 Laser Resources	 Office Depot
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cart - elizabeth lynn wichers @ iowa state university

cart (1) menu help logout

shop cart (1)

selection: Active sort by: Create Date rows / pg: 10 Go

<p>1 <b>Preferred Supplier:</b> <a href="#">ISU Central Stores</a>  <b>Cart Transaction #:</b> 664320  * <b>Cart Name:</b> 04/14/2017-09:08-ISU-ISU  Central Stores <a href="#">edit</a>  <b>Create Date:</b> 4/14/2017  <b>Total Line Items:</b> 1  <b>Total Value:</b> 2.83 USD</p>	<p><b>Business Purpose:</b>  (enter your business purpose here)</p> <p><b>Fund Account/Notes:</b>  (enter your fund account information here)</p>	<p><b>Selection:</b> Active  <b>Status:</b> Pending Release  <b>Next Step:</b> Create Release</p>	<p><a href="#">Update</a>  <a href="#">Create</a></p>
<p>1  <a href="#">PAPER COPY</a>  <a href="#">COPIER 8 1/2"X11"</a>  <a href="#">REC WHITE BOISE</a>  <a href="#">"OFFICE MAX" 92</a>  <a href="#">BRIGHT, 30% REC SFI</a>  <a href="#">CERTIFIED, FSC</a>  <a href="#">COPY PAPER, 20 LB #</a>  <a href="#">OM55953-CTN DO</a>  <a href="#">NOT SUB (REAM)</a></p>	<p><b>Catalog Item #:</b> 60601232</p>	<p><b>Contract Price:</b> 2.83 USD  <b>UOM:</b> REAM  * <b>Qty:</b> 1  <b>Item Total:</b> 2.83 USD</p>	<p><a href="#">Update</a>  <a href="#">Delete</a></p>
<p><b>Summary - Cart Transaction #:</b> 664320</p>		<p><b>Subtotal:</b> 2.83 USD  <b>S &amp; H:</b> 0.00 USD  <b>Total:</b> 2.83 USD</p>	





# Create Release

*Add/Update*

- Create Release**
- Display Release
- Comments
- Receiving
- My User Record
- Attachments

*Browse*

- Actions
- Items
- All Releases
- Open Releases
- C.I.T. Transportation
- Create Bus Release

Brings you to the logo to access the cyBUY Marketplace

**ACCESSPLUS**  
About | Logout

**Admin cyBUY**

Release	Name
<input type="text"/>	<input type="text"/>

Click on the graphic above to go to cyBUY. This will open a new browser window. Please remember to close it when you are done.



# Display Release

*Add/Update*

- Create Release
- Display Release**
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*Browse*

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- Create Bus Release

**Admin cyBUY**

Release	Name	Dept
<input type="text" value="405834"/>	<input type="text" value="WICHERS ELIZABETH LYNN"/>	<input type="text" value="15060"/>

Enter release number here and click "Display Release"

Release	Name	Dept	Vendor	Univ ID	Tran Num
405834	WICHERS ELIZABETH LYNN	15060		210011802	

**cyBUY Release Processing**

Request Date 06-22-2017 Vendor OFFICE DEPOT Status Closed Attachments No

Shopper WICHERS ELIZABETH LYNN ewichers

Phone 515 294 8577 Dept 15060 PROC PROCUREMENT

\*Ship To 1340 ADMIN SVC BLDG Attention WICHERS ELIZABETH LYNN  
2221 WANDA DALEY DR

\*City AMES \*State IA \*ZIP Code 50011 1004

Item	Qty	U/M	Catalog No	Description	Unit Cost	Ext Cost
1	10	RM	345678	Xerox(R) Vitality Colors(T	3.52	35.20

Account	Sub-Account	Obj Cd	Description	Amount	Dept.	Account Name
1	701	15	06	44900	35.20	15060 PURCHA

Additional Accounts 2-10 - Open to complete additional funding information  
Additional Accounts 11-35 - Open to complete additional funding information  
Accounts Total 35.20

\*Business Purpose FOR PRINTING POS  
Shopper Notes 7011506  
Purchasing Notes



## - Comments

**Add/Update**

Create Release

Display Release

**-Comments**

-Receiving

My User Record

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**Browse**

-Actions

-Items

All Releases

Open Releases

C.I.T. Transportation

Create Bus Release

Release	Name	Dept	Vendor	Univ ID
405834	WICHERS ELIZABETH LYNN	15060		

Record Found

Request Date 06-22-2017 Vendor OFFICE DEPOT Status Closed

Shopper WICHERS ELIZABETH LYNN

Move to INBOX Comment items received

Enter Date	Name	Comment

Release	Name	Dept	Vendor	Univ ID	Tr
405834	WICHERS ELIZABETH LYNN				17

Record Found

Request Date 06-22-2017 Vendor OFFICE DEPOT Status Closed

Shopper WICHERS ELIZABETH LYNN

Move to INBOX Comment

Enter Date	Name	Comment	
2017-07-31	WICHERS ELIZABETH LYNN	ITEMS RECEIVED	2017-07-31-15.54.31.880463



## - Receiving

**Add/Update**

Create Release

Display Release

-Comments

**-Receiving**

My User Record

Attachments

**Browse**

-Actions

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All Releases

Open Releases

C.I.T. Transportation

Create Bus Release

Release	Name	Dept	Vendor	Univ ID	Tran Num
405834	WICHERS ELIZABETH LYNN	15060			1791107720608300093

Action completed normally

Request Date 06-22-2017 Vendor OFFICE DEPOT Status Closed

Shopper WICHERS ELIZABETH LYNN

Qty	Qty Recvd	Catalog No	Description	Unit Cost
10	10	345678	Xerox(R) Vitality Co	3.52

Payment History  
35.20 06-23-2017

Submit:  
Used for shoppers and releasers to keep track of the items they have received and which items they are waiting on. This function will not change the status to "On Hold".

Receive ALL:  
This function is to mark that all items have been received and will change the order to "On Hold".

Display Comments:  
This link will open another window that will show all the comments made on this order.



## My User Record

**Add/Update**

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Release	Name	Dept	Vendor
	WICHERS ELIZABETH LYNN	15060	

Record Found

**Emp Name** WICHERS ELIZABETH LYNN  
**E-mail** EWICHERS@IASTATE.EDU  
**Phone** 515 294 8757 **Department** PURCH 15060 PURCHASING  
**User Role** Releaser Y  
**Releaser 1** WICHERS ELIZABETH LYNN  
**Releaser 2**  
**Releaser 3**  
**Create Date** 09-15-2016 **Training Date** 10 10 2016  
**Ship To** 1340 ADMIN SVC BLDG  
2221 WANDA DALEY DR **Attention** WICHERS ELIZABETH LYNN  
**City** AMES **State** IA **Zip Code** 50011 1004  
**Default Acct** **Status**

Here you can review your user record, and check for any errors or if you have changed offices you can check if your previous office is still listed. **In this example "My User Record" phone number is incorrect, it should be 515 294 8577. I would then send an email to [cyBUY@iastate.edu](mailto:cyBUY@iastate.edu) to correct my user record.**



## Attachments

**Add/Update**

- Create Release
- Display Release
- Comments
- Receiving
- My User Record
- Attachments**

**Browse**

- Actions
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- Open Releases
- C.I.T. Transportation
- Create Bus Release

Release	Name	Dept	Vendor
405834	WICHERS ELIZABETH LYNN	15060	

Record Found

**Release Num:** 405834 **Vendor:** OFFICE DEPOT **Status:** Closed  
**Enter Date:** 2017-06-22 **Total Release Amt:** 35.20  
**Shopper:** WICHERS ELIZABETH LYNN **Dept:** PROCUREMENT  
**Business Purpose:**

For assistance with attachments, please contact the Solution Center at 515-294-4070.

**Import Attachment**

HIT List

e-Content Import - Google Chrome

Iowa State Univer...d Technology [US] | <https://navigator.its.iastate.edu/navigator...>

**e-Content Import: PURCH\_cyBUY\_ITS** Help

**Release Number:** 405834  
**Form Type:** --Select Form Type--  
**Create Date:** 2017-07-31  
**Created By (use lowercase):** ewichers

Choose Files No file chosen  
Import Cancel

\*PDF files work the best with importing

# Browse Actions

Release	Name	Dept	Vendor
405834	WICHERS ELIZABETH LYNN	15060	

Route to Name	Date In	Date Out	Actn	Action Name	Level	Description/Comments
WICHERS ELIZABETH LYNN	06-22-2017	06-22-2017	ORG	WICHERS ELIZABETH LYNN	ORG	
WICHERS ELIZABETH LYNN	06-22-2017		NTC		PURCHASING	ORDERED
WICHERS ELIZABETH LYNN	07-06-2017	07-06-2017	ORG	WICHERS ELIZABETH LYNN	ORG	To Approver
Harms, Cory L	07-06-2017	07-06-2017	APP	Harms, Cory L	PURCHASING	To Approver

Here you can see when an order has been placed and who has it in their inbox.

In this path, it shows that the release went to Elizabeth's inbox, she released it as an order that same day.

The billing was in her inbox for review on July 6<sup>th</sup> and sent the payment to approver, Cory Harms. Who then processed the payment that same day.

# Items

Release	Name	Dept	Vendor
405834	WICHERS ELIZABETH LYNN	15060	

Item	Qty	U/H	Unit Cost	Ext Cost	CTLG NUM	Description
001	10	RM	3.52	35.20	345678	Xerox(R) Vitality Colors(TM) Multipurpose Printer Paper, Letter Size Pa

Here you can view all items that are included on a given release.

I have only one item in this order, but you can have a maximum of 70 line items in one release.

If you need to place an order with more than 70 items to one vendor, please split the order up before creating the release.



## All Releases

**Browse All Releases**

Rel Num	Shopper	Dept#	Abbrv	Rel Date	Status	Vendor	Total Order Amt
411501	WICHERS ELIZABETH LYNN	15060	PROC	08-02-2017	Cancelled	DIGI KEY ELECTRONICS	6.62
410929	WICHERS ELIZABETH LYNN	15060	PROC	07-28-2017	Closed	BandH PHOTO	874.80
410392	WICHERS ELIZABETH LYNN	15060	PROC	07-25-2017	Closed	GRAINGER	82.50
408551	WICHERS ELIZABETH LYNN	15060	PROC	07-13-2017	To Releaser	SCHOOL SPECIALTY INC	31.02
408331	WICHERS ELIZABETH LYNN	15060	PROC	07-12-2017	Cancelled	UNKNOWN	15.44
408210	WICHERS ELIZABETH LYNN	15060	PROC	07-11-2017	To Releaser	CRESCENT ELECTRICAL SUPPLY	47.50
406610	WICHERS ELIZABETH LYNN	15060	PROC	06-28-2017	Closed	HENRY SCHEIN	4.86

Here you can view all releases for your department. The default sort is by release date (newest to oldest).

You can change the sort by clicking on any of the other underlined headings (release "rel" date, last name, or by vendor). Use the editable fields in blue to enter last name or vendor name to change the sort.

## Open Releases

**Browse Open Releases**

Rel Num	Shopper	Dept#	Abbrv	Rel Date	Status	Vendor	Total Order Amt
411035	HARMS CORY L	15060	PROC	07-31-2017	Ordered	AMERICAN TYPE CULTURE	47.50
408551	WICHERS ELIZABETH LYNN	15060	PROC	07-13-2017	To Releaser	SCHOOL SPECIALTY INC	31.02
408210	WICHERS ELIZABETH LYNN	15060	PROC	07-11-2017	To Releaser	CRESCENT ELECTRICAL SUPPLY	47.50
405814	WICHERS ELIZABETH LYNN	15060	PROC	06-22-2017	Billed	BandH PHOTO	48.55
405810	WICHERS ELIZABETH LYNN	15060	PROC	06-22-2017	Billed	OFFICE DEPOT	32.93
396542	HARMS CORY L	15060	PROC	04-25-2017	Ordered	AIRGAS	238.90

Open releases are the orders that still need department attention. They are orders that are in a releaser's or approvers inbox, backordered or haven't been charged yet.



# CIT – Create Bus Release

**Add/Update**  
Create Release  
Display Release  
-Comments  
-Receiving  
My User Record  
Attachments

**Browse**  
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C.I.T. Transportation  
**Create Bus Release**

**C.I.T. Bus Release Processing**  
Requestor: WICHERS ELIZABETH LYNN Email: ewichers@iastate.edu Phone: 515 294 8577 Dept: 15060 - PROC - PROCUREMENT

\*Group Name:  \*Group Leader:

\*Account:

\*Vehicle Type:  School Bus  Motor Coach

\*Passenger Count:  Wheelchair Count:  Scooter Count:

Special Needs:   
(Requests for ADA accessible transportation will be confirmed by C.I.T.)

\*Departure Date: Jan 01 \*Departure Location 1:

\*Departure Time:  : : AM \*Departure Location 2:

\*Destination Addr:  \*Destination City:

\*Destination State:

Destination Zip:

\*Back to Campus Date: Jan 01

\*Back to Campus Time:  : : AM

Back to Campus Location:   
(If different from Departure Location)

Itinerary:  (An itinerary of more than 4 lines should be emailed to C.I.T., kgrzynwacz@citbus.com, referencing the release number displayed at top of screen at submit time.)

\* - Required field

This is a link to request a bus or coach through CIT. Note that this does not go to your releaser, it goes directly to the company.