ISU Purchasing Department [PURCH]

Planned system maintenance outage
The cyBUY marketplace will be down for maintenance starting at 10:00 pm on Friday, December 13. The system will be available by 8:00 am on Monday, December 16. We apologize for any inconvenience this may cause.

Changes to your cyBUY Marketplace and cart experience
Significant changes to how the cyBUY Marketplace functions are explained in the attached document. These include, but are not limited to:
- Pop-up windows must be allowed when connecting to vendor catalogs. Depending on the browser you are using, you may see a message asking you to disable pop-up blockers when you click on a vendor's logo in the Marketplace.
- Checking out with your vendor returns you to the Marketplace, rather than to your cart.
- Your cart will display header information for each vendor only, until you expand the selection to see your line items.
- You may enter a different Business Purpose and Fund Account/Notes field for each vendor in the cart.
- You will need to create a separate release for each vendor in your cart.
- Creating your release(s) will not close your cyBUY session window; you will need to log out.

Training videos
Click on the following links to view training videos on the new aspects of the cyBUY Marketplace:
ISU Marketplace
How to Shop Internal Stores
Searching Across Multiple Catalogs
Non-Catalog Item Entry

New vendor
Effective Monday, December 16, the Promega catalog will be available to cyBUY users; this will include adding the Helix freezer orders to cyBUY. Promega Corporation is a manufacturer of enzymes and other products for biotechnology and molecular biology with a portfolio covering the fields of genomics, protein analysis and expression, cellular analysis, drug discovery and genetic identity.

For assistance with your Promega orders, contact central region manager Sara Mann at 708-289-0172 or sara.mann@promega.com.

Previously created carts not available
Carts created within the cyBUY Marketplace on or before Friday, December 13, will not be accessible after the changes are made and put into place on Monday, December 16. This affects both active and previously submitted carts. This applies to the cyBUY Marketplace only – all release history will still be available within the AccessPlus cyBUY system.

Questions and assistance
If you are missing specific vendors from your cyBUY Marketplace on Monday, or need assistance with cyBUY, contact the purchasing help desk at 515-294-4542 or cyBUY@iastate.edu.

- Use the blue tabs on the left side of the page to navigate between the Marketplace and your cart. Moving your cursor over the Shop tab opens a pull-down menu—click on Shop on that menu to go to the Marketplace *(1 in the screen shot below).* Clicking on the Cart tab takes you to your active cart. The number on the cart tab indicates the quantity of items in your cart *(2)*.

- Checking out with your vendor returns you to the Marketplace, rather than to your cart.

- Your cart will display header information for each vendor only, until you expand the selection to see your line items *(3)*.

- Delete a vendor and all associated line items by using the Next Step pull-down menu. Select Delete on that menu; the Update button to the right will be activated. Click on the Update button to delete the vendor from the cart *(4)*.

- Delete a line item from the cart by clicking the Delete button, found on the right side of the screen next to the item detail information *(5)*.

- You may enter a different Business Purpose and Fund Account/Notes field for each vendor in the cart *(6)*. Click on the Update button on the right to save your changes.

- You will need to create a separate release for each vendor in your active cart. The Next Step pull-down menu will default to Create Release; click on the Create button to the right to create your release and route it to your releaser *(7)*.

- Creating your release(s) will not close your cyBUY session window; you will need to log out.