

ISU Purchasing Department [PURCH]

From: cyBuy [ITUIS]
Sent: Wednesday, March 26, 2014 4:25 PM
Subject: Change to cyBUY: Notes to Vendor field added for select vendors

To: cyBUY system users

The purchasing department has added a vendor comments functionality to cyBUY, called *Notes to Vendor*. This function allows a releaser to send comments or instructions to a vendor related to an order.

Common notes that may be entered in the *Notes to Vendor* field would be quote numbers, requests for specific lots of items, packaging instructions, or other information that a vendor may request to be passed to them to identify an order. Shoppers may communicate these needs directly to a releaser or use the *Shopper Notes* field within the cyBUY environment to send information to a releaser to include. The *Notes to Vendor* field is limited to 120 characters.

This function can only be utilized with vendors that have the ability to read and act upon the comments, and the *Notes to Vendor* field will display only for releases to those vendors. Using the *Notes to Vendor* field may delay the order by one day, so asking for overnight shipment may not be the best use of this field. Contact purchasing to determine if overnight shipping can be accommodated in the notes field by a particular vendor.

The vendors that have this field available include:

Bio Rad
CDWG
Henry Schein
Life Technologies
Midwest Vet Supply
MWI Vet Supply
Perkin Elmer
Qiagen
Rainin
Ricoh
Sigma

A screenshot of the new comments section is shown below.

- INBOX
- Add/Update
- Create Release
- Display Release
- Comments
- Receiving
- User
- Attachments
- Browse
- Actions
- Items
- Payment Items
- Users
- Shoppers
- All Releases
- Open Releases

- Business**
- A/R Applications
 - Admin cyBUY
 - Admin P-card
 - Admin Req
 - Cent Store Catalog
 - COIC Reports
 - cyBUY (Audit)
 - cyBUY (Releaser)
 - cyBUY (Reviewer)
 - cyBUY - SHOPPER
 - cyBUY User Admin
 - Image - AC
 - KFS
 - P-Card - Airline
 - P-Card - CO User
 - P-Card - Coord.

cyBUY (Releaser) Enter keyword

Release	Name	Dept	Vendor
253081	FREEL KELLY MATZEN	12060	

Request Date 03-20-2014 **Vendor** HENRY SCHEIN **cyBUY Release Process**
Shopper FREEL KELLY MATZEN **Status** To Releaser

Phone 515 294 9918 **Dept** 12060 PURCH PURCHASING

***Ship To** 1354 ADMIN SERVICES BLD **Attention** FREEL KELLY MATZEN
 PURCHASING

***City** AMES ***State** IA ***ZIP Code** 50011 3616

Item	Qty	U/M	Catalog No	Description	Ur
1	1	EA	1183651	Accessories f/Harmony Laser Ea	0.01

*Fund Account	*Obj Code	*Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Fund Accounts - Open to add fund accounts
Accounts Total 0.01

***Business Purpose**

Shopper Notes

Notes to Vendor