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)**

<table>
<thead>
<tr>
<th>Release</th>
<th>Name</th>
<th>Dept</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>253081</td>
<td>FREEL KELLY MATZEN</td>
<td>12060</td>
<td></td>
</tr>
</tbody>
</table>

**cyBUY Release Process**

- **Request Date:** 03-20-2014
- **Vendor:** HENRY SCHEIN
- **Status:** To Releaser

**Shopper:** FREEL KELLY MATZEN

**Phone:** 515 294 9910  **Dept:** 12060  **Purch:** PURCHASING

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

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

**Item | Qty | U/M | Catalog No | Description | Unit |

| 1 | 1 | EA | 1183651 | Accessories f/Harmony Laser Ea | 0.01 |

**Fund Account**  **Obj Code**  **Amount**

**Additional Fund Accounts - Open to add fund accounts**

**Accounts Total:** 0.01

**Business Purpose**

Shopper Notes

Notes to Vendor

[Save]  [Cancel]  [Submit to Vendor]