

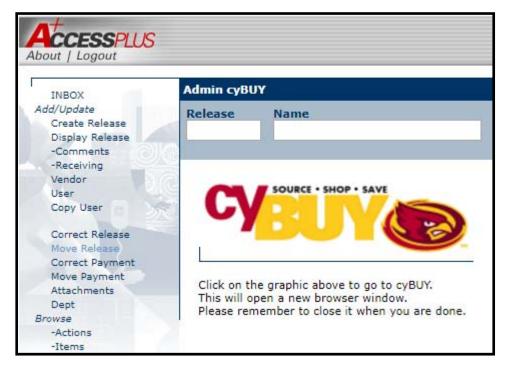
Shopper Navigation



Create Release

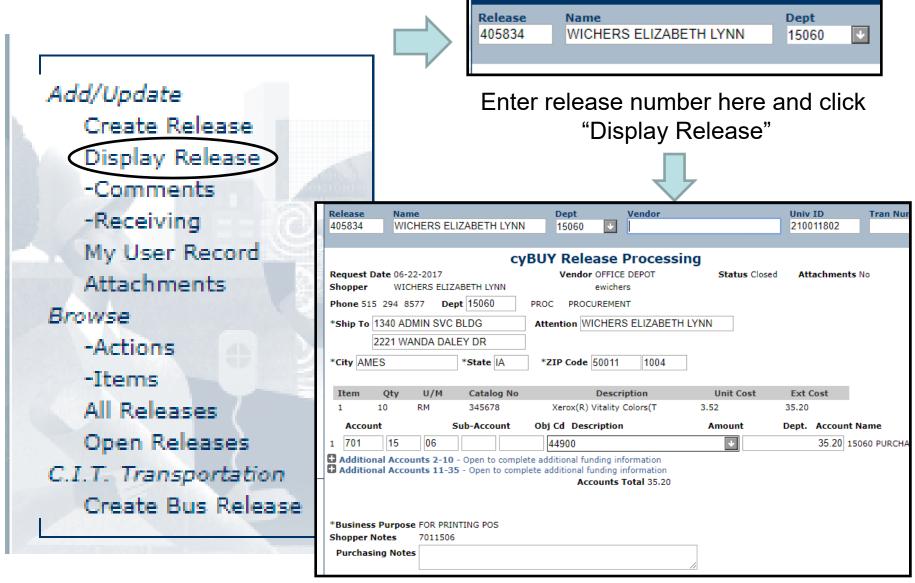
Brings you to the logo to access the cyBUY Marketplace

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





Display Release



Admin cyBUY

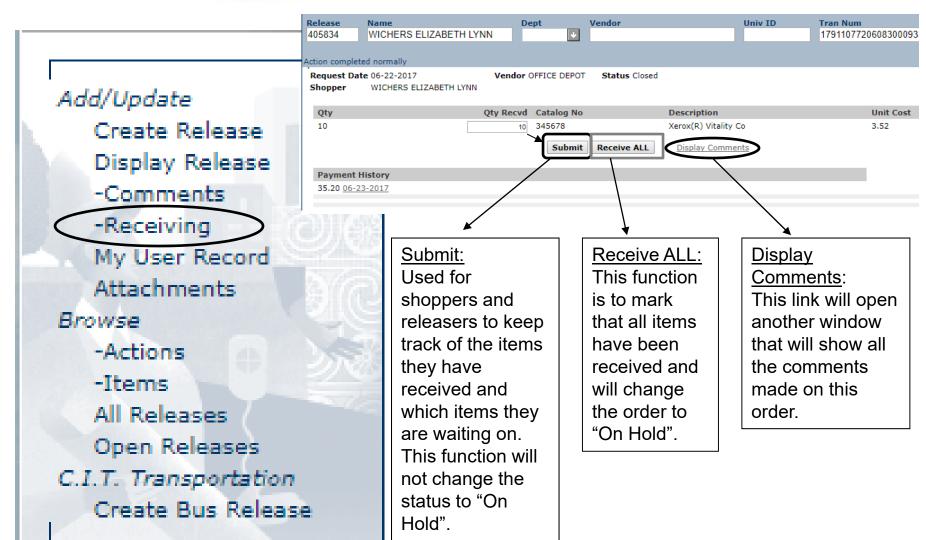


- Comments

	Release Name 405834 WICHERS ELIZABETH LYNN	Dept Vendor	Univ ID
	Record Found		
	Request Date 06-22-2017	Vendor OFFICE DEPOT Status Closed	
Add/Update	Shopper WICHERS ELIZABETH LYNN Move to INBOX Comment items received.	ved	
Create Release		Submit	
Display Release	Enter Date	Name	Comment
-Comments			
	2711		
-Receiving	型 从前流	*	
My User Record	Release Name 405834 WICHERS ELIZABETH LYNN	Dept Vendor	Univ ID Tr
Attachments	Record Found		
Browse	Request Date 06-22-2017 Vendo Shopper WICHERS ELIZABETH LYNN	r OFFICE DEPOT Status Closed	
-Actions	Move to INBOX Comment		
-Items		Submit	
	Enter Date Name	Comment	
All Releases	2017-07-31 WICHERS ELIZABETH LYNN	ITEMS RECEIVED	2017-07-31-15.54.31.880463
Open Releases			
C.I.T. Transportation			
Create Bus Release	-		
The second secon	Company of the Compan		



- Receiving





My User Record

Release 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

Add/Update

Create Release

Display Release

- -Comments
- -Receiving

My User Record

Attachments

Browse

- -Actions
- -Items

All Releases

Open Releases

C.I.T. Transportation

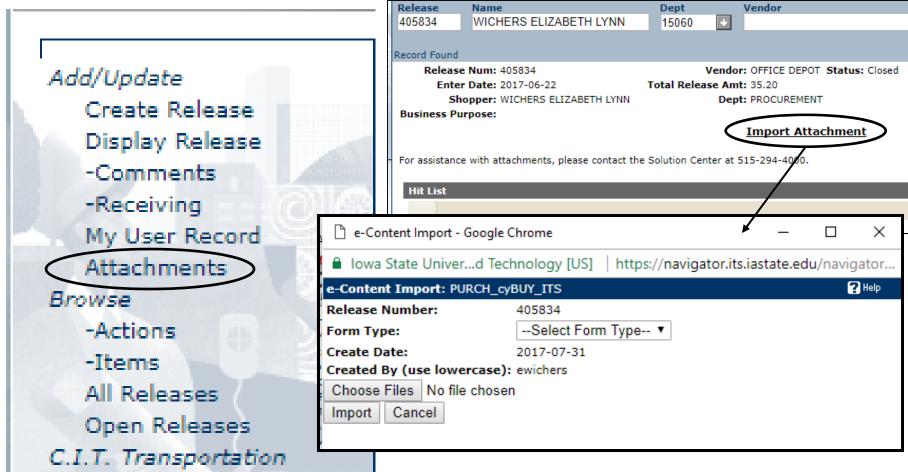
Create Bus Release

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 to correct my user record.



Create Bus Release

Attachments

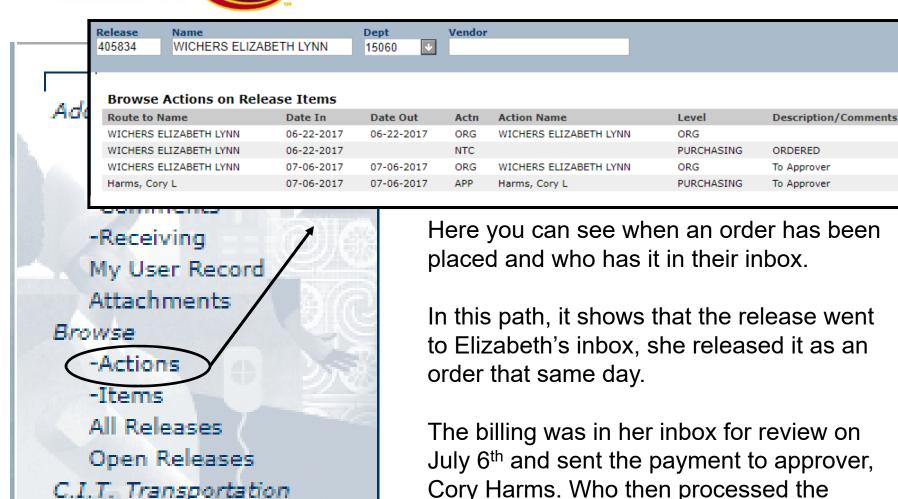


*PDF files work the best with importing



Create Bus Release

Browse Actions



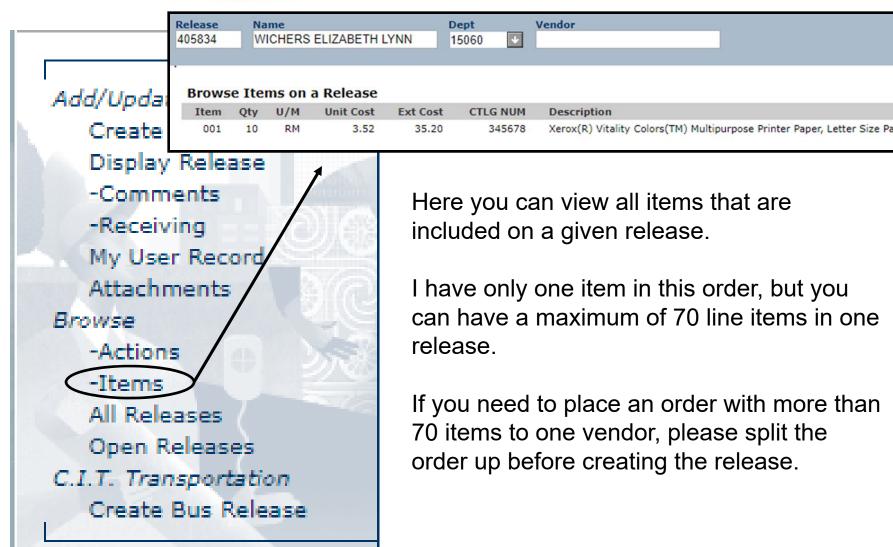
Here you can see when an order has been placed and who has it in their inbox.

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

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



Items





C.I.T. Transportation

Create Bus Release

All Releases

Total Order Amt

874.80

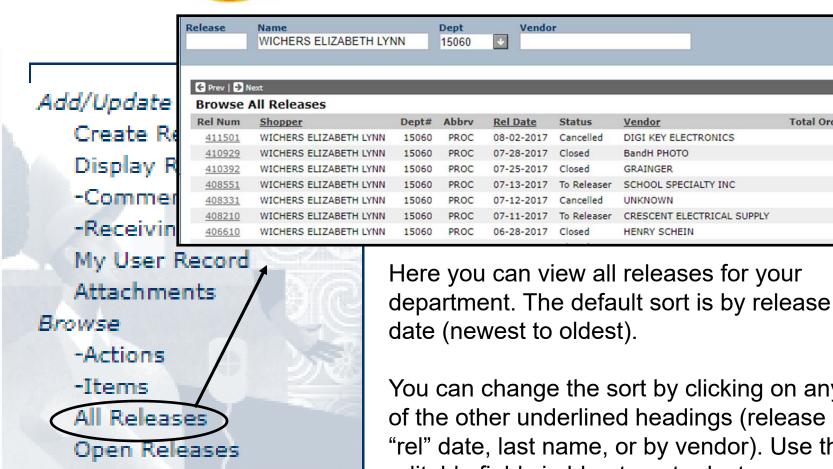
82.50

31.02

15.44

47.50

4.86



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.



-Items

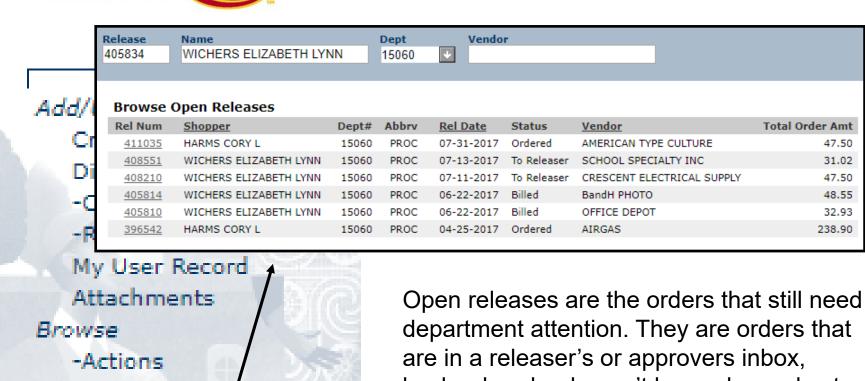
All Releases

Open Releases

C.I.T. Transportation

Create Bus Release

Open Releases



backordered or haven't been charged yet.



Create Bus Release

CIT - 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	
Add/Update	*Passenger Count: Wheelchair Count: Scooter Count:	
Create Release	Special Needs: (Requests for ADA accessible transportation will be confirmed by C.I.T.)	
Display Release	*Departure Date: Jan v 01 v v *Departure Location 1: *Departure Time: ,M, Departure Location 2:	
-Comments	*Destination Addr: *Destination City:	
-Receiving	*Destination State: Destination Zip:	
My User Record Attachments	*Back to Campus Date: Jan v 01 v .M. *Back to Campus Time: (HH MM) Back to Campus Location: (If different from	
Browse	Departure Location)	
	Itinerary: (An itinerary of more than 4 lines should be emailed to	
-Actions	C.I.T., kgrzywacz@citbus.com, referencing the release	
-Items	number displayed at top of screen at submit time.)	
All Releases	* - Required field Submit	
Open Releases		
	This is a link to request a bus or seach	
C.I.T. Transportation	This is a link to request a bus or coach	

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.