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

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

Enter release number here and click “Display Release”
- Comments

**Release:** 405834  
**Name:** WICHERS ELIZABETH LYNN  
**Dept:** 15060  
**Vendor:** Officeworks

**Record Found**

**Request Date:** 06-22-2017  
**Vendor:** Office Depot  
**Status:** Closed

**Shopper:** WICHERS ELIZABETH LYNN

**Comment:** Items received

**Enter Date**

<table>
<thead>
<tr>
<th>Enter Date</th>
<th>Name</th>
<th>Comment</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-07-31</td>
<td>WICHERS ELIZABETH LYNN</td>
<td>ITEMS RECEIVED</td>
<td>2017-07-31-15.54.31.860465</td>
</tr>
</tbody>
</table>
- Receiving

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.
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.
*PDF files work the best with importing*
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 6th and sent the payment to approver, Cory Harms. Who then processed the payment that same day.
Items

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.
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 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

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.