

From: cyBuy [ITUIS]
Sent: Wednesday, December 02, 2015 8:35 AM
Subject: Use cyBUY for CIT bus release numbers



Bus release numbers for CIT Signature Transportation (CIT) are now automated through the cyBUY system. You will no longer need to contact the purchasing department for a bus release number.

cyBUY may be accessed under the uBusiness tab in AccessPlus. Once you access cyBUY, please go to the CIT Transportation link in the menu:

The screenshot shows a web browser window displaying the 'cyBUY - SHOPPER' interface. The page title is 'C.I.T. Bus Release Processing'. The user is logged in as 'LACKORE LESLEY ANN' with email 'lackore@iastate.edu' and phone '515 294 4589'. The department is '12060 - PURCH - PURCHASING'. The form includes several sections: 'Requestor' information, 'Group Name' and 'Group Leader' fields, 'Account' field, 'Vehicle Type' (School Bus or Motor Coach), 'Passenger Count', 'Wheelchair Count', and 'Scooter Count' fields, 'Special Needs' text area, 'Departure Date' and 'Departure Location 1' fields, 'Departure Time' field, 'Destination Address', 'City', 'State', and 'Zip' fields, 'Back to Campus Date' and 'Back to Campus Time' fields, and 'Back to Campus Location' field. There is also an 'Itinerary' section with a note: '(An Itinerary of more than 4 lines should be emailed to C.I.T., kgrzywacz@citbus.com, referencing the release number displayed at top of screen at submit time.)'. A 'Submit' button is at the bottom right. A red circle highlights the 'C.I.T. Transportation' link in the left-hand navigation menu.

After completing the form, click Submit. This will generate a message to CIT with your release number included.

CIT Signature Transportation will email you a confirmation form. Check this form for accuracy, sign your approval, and return to Kim Grzywacz at kgrzywacz@citbus.com. This will secure your transportation. Kim will contact you to finalize details as your trip date approaches. CIT Signature Transportation will send the invoice for the processing of payments to invoices@iastate.edu.

If you have questions, please contact purchasing agent Teri Goins at tgoins@iastate.edu. Please forward this email to others in your department who reserve CIT Signature Transportation buses.