Quick Reference: cyBUY Ordering

1. Open Workday and click on the Procurement App.

2. Click “Connect to cyBUY” located in the left column.
3. Review the information listed below to assure that it is correct.
   Information that is not listed below will not impact the order.

   **Requester:** Confirm that this is the correct requester (it will auto-populate with the name of the individual who logged in).

   **Ship to:** Confirm that this address includes your room or suite number (it will auto-populate and will likely need to be changed).
   If it does not, search by your 4 digit room or suite number (example: for room 200 you would type 0200) and find the address that contains your room or suite number and your building street address so that your order will reach you.

   **Worktag Information:** Enter the necessary Worktag information to identify where this order should be charged.
   - Grant: GR
   - Gift: EG or SG
   - Project: PR or CP or FSU
   - Department Detail: DD
   - Program: PG
   - Assignee

4. Click the OK button when all information has been reviewed and is correct for this order.
5 Click Connect.
This will open the cyBUY Supplier Marketplace (ESM) and allow you to see the contracted suppliers from which you can place an order.

6 Select a Supplier
Clicking on a supplier will take you to their catalog, allow you to add items to your cart, and click checkout.
7 Click Checkout
This will return you to Workday to complete the order.

8 In Workday the items in your cart are now listed in the left column.
Click Checkout.
Review and add the information listed in red below.

9. **Ship to Address**: Confirm that this address includes your room or suite number (it will auto-populate and will likely need to be changed).

8. **Internal Memo**: Add the University Business Purpose for this purchase.

7. **Worktag Information**: Verify that the Worktag that should be charged for this order appears in the corresponding column in this section. If it does not, you will need to enter the correct Worktag for each item.

10. **Click Submit**.

The order will now route through the ISU approval process, starting with an ISD Procurement and Expense Specialist (PES).

You will receive a Workday notification when the PO is created and sent to the cyBUY supplier to order the requested items.
Additional Resources: cyBUY Ordering

Creating an Order from a cyBUY Supplier Workday Job Aid:
https://www.procurement.iastate.edu/cybuy/job-aids
Includes step by step instructions and screenshots for each step in the process.

Procurement Services Website:
https://www.procurement.iastate.edu/cybuy
Includes contact information for the cyBUY team, information on checking your order status and editing orders, and FAQs for ordering through Internal Stores and the Iowa State University Amazon Business Account.

ISD Procurement and Expense Specialists (PES):
finance_delivery@iastate.edu
If you would like a PES to submit the order on your behalf, please make sure to list the item(s), quantities, Worktag(s), and the university business purpose for each item you would like to have purchased in your email.