



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

ACCESSPLUS
About | Logout

Admin cyBUY

Release	Name
<input type="text"/>	<input type="text"/>

CYBUY SOURCE • SHOP • SAVE

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

- Add/Update
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Admin cyBUY

Release	Name	Dept
405834	WICHERS ELIZABETH LYNN	15060 ▼

Enter release number here and click "Display Release"



Release	Name	Dept	Vendor	Univ ID	Tran Nur
405834	WICHERS ELIZABETH LYNN	15060 ▼		210011802	

cyBUY Release Processing

Request Date 06-22-2017 Vendor OFFICE DEPOT Status Closed Attachments No
 Shopper WICHERS ELIZABETH LYNN ewichers

Phone 515 294 8577 Dept 15060 PROC PROCUREMENT

*Ship To 1340 ADMIN SVC BLDG Attention WICHERS ELIZABETH LYNN
 2221 WANDA DALEY DR

*City AMES *State IA *ZIP Code 50011 1004

Item	Qty	U/M	Catalog No	Description	Unit Cost	Ext Cost
1	10	RM	345678	Xerox(R) Vitality Colors(T	3.52	35.20

Account	Sub-Account	Obj Cd	Description	Amount	Dept.	Account Name
1 701	15	06	44900		35.20	15060 PURCHA

+ Additional Accounts 2-10 - Open to complete additional funding information
 + Additional Accounts 11-35 - Open to complete additional funding information
Accounts Total 35.20

*Business Purpose FOR PRINTING POS
 Shopper Notes 7011506
 Purchasing Notes



- Comments

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Release	Name	Dept	Vendor	Univ ID
405834	WICHERS ELIZABETH LYNN	15060		

Record Found

Request Date 06-22-2017 **Vendor** OFFICE DEPOT **Status** Closed
Shopper WICHERS ELIZABETH LYNN

Move to INBOX **Comment** items received

Submit

Enter Date	Name	Comment
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Release	Name	Dept	Vendor	Univ ID	Tri
405834	WICHERS ELIZABETH LYNN				17

Record Found

Request Date 06-22-2017 **Vendor** OFFICE DEPOT **Status** Closed
Shopper WICHERS ELIZABETH LYNN

Move to INBOX **Comment**

Submit

Enter Date	Name	Comment	Univ ID
2017-07-31	WICHERS ELIZABETH LYNN	ITEMS RECEIVED	2017-07-31-15.54.31.880463



- Receiving

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Release	Name	Dept	Vendor	Univ ID	Tran Num
405834	WICHERS ELIZABETH LYNN				1791107720608300093

Action completed normally

Request Date 06-22-2017 Vendor OFFICE DEPOT Status Closed
 Shopper WICHERS ELIZABETH LYNN

Qty	Qty Recvd	Catalog No	Description	Unit Cost
10	10	345678	Xerox(R) Vitality Co	3.52

Payment History
35.20 06-23-2017

Submit Receive ALL Display Comments

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.



My User Record

Release	Name	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**

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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.***



Attachments

Add/Update

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- Attachments**

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Release	Name	Dept	Vendor
405834	WICHERS ELIZABETH LYNN	15060	

Record Found

Release Num: 405834 **Vendor:** OFFICE DEPOT **Status:** Closed
Enter Date: 2017-06-22 **Total Release Amt:** 35.20
Shopper: WICHERS ELIZABETH LYNN **Dept:** PROCUREMENT
Business Purpose:

Import Attachment

For assistance with attachments, please contact the Solution Center at 515-294-4000.

Hit List

e-Content Import - Google Chrome

Iowa State Univer...d Technology [US] | https://navigator.its.iastate.edu/navigator...

e-Content Import: PURCH_cyBUY_ITS Help

Release Number: 405834
Form Type: --Select Form Type--
Create Date: 2017-07-31
Created By (use lowercase): ewichers

Choose Files No file chosen

Import Cancel

*PDF files work the best with importing

Browse Actions

Release	Name	Dept	Vendor
405834	WICHERS ELIZABETH LYNN	15060	

Browse Actions on Release Items							
Route to Name	Date In	Date Out	Actn	Action Name	Level	Description/Comments	
WICHERS ELIZABETH LYNN	06-22-2017	06-22-2017	ORG	WICHERS ELIZABETH LYNN	ORG		
WICHERS ELIZABETH LYNN	06-22-2017		NTC		PURCHASING	ORDERED	
WICHERS ELIZABETH LYNN	07-06-2017	07-06-2017	ORG	WICHERS ELIZABETH LYNN	ORG	To Approver	
Harms, Cory L	07-06-2017	07-06-2017	APP	Harms, Cory L	PURCHASING	To Approver	

Add

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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

Add/Update

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C.I.T. Transportation

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Release	Name	Dept	Vendor
405834	WICHERS ELIZABETH LYNN	15060	<input type="text"/>

Browse Items on a Release

Item	Qty	U/M	Unit Cost	Ext Cost	CTLG NUM	Description
001	10	RM	3.52	35.20	345678	Xerox(R) Vitality Colors(TM) Multipurpose Printer Paper, Letter Size Pa

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.



All Releases

Release	Name	Dept	Vendor
	WICHERS ELIZABETH LYNN	15060	

Browse All Releases							
Rel Num	Shopper	Dept#	Abbrv	Rel Date	Status	Vendor	Total Order Amt
411501	WICHERS ELIZABETH LYNN	15060	PROC	08-02-2017	Cancelled	DIGI KEY ELECTRONICS	6.62
410929	WICHERS ELIZABETH LYNN	15060	PROC	07-28-2017	Closed	BandH PHOTO	874.80
410392	WICHERS ELIZABETH LYNN	15060	PROC	07-25-2017	Closed	GRAINGER	82.50
408551	WICHERS ELIZABETH LYNN	15060	PROC	07-13-2017	To Releaser	SCHOOL SPECIALTY INC	31.02
408331	WICHERS ELIZABETH LYNN	15060	PROC	07-12-2017	Cancelled	UNKNOWN	15.44
408210	WICHERS ELIZABETH LYNN	15060	PROC	07-11-2017	To Releaser	CRESCENT ELECTRICAL SUPPLY	47.50
406610	WICHERS ELIZABETH LYNN	15060	PROC	06-28-2017	Closed	HENRY SCHEIN	4.86

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C.I.T. Transportation

Create Bus 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

Release	Name	Dept	Vendor
405834	WICHERS ELIZABETH LYNN	15060	

Browse Open Releases							
Rel Num	Shopper	Dept#	Abbrv	Rel Date	Status	Vendor	Total Order Amt
411035	HARMS CORY L	15060	PROC	07-31-2017	Ordered	AMERICAN TYPE CULTURE	47.50
408551	WICHERS ELIZABETH LYNN	15060	PROC	07-13-2017	To Releaser	SCHOOL SPECIALTY INC	31.02
408210	WICHERS ELIZABETH LYNN	15060	PROC	07-11-2017	To Releaser	CRESCENT ELECTRICAL SUPPLY	47.50
405814	WICHERS ELIZABETH LYNN	15060	PROC	06-22-2017	Billed	BandH PHOTO	48.55
405810	WICHERS ELIZABETH LYNN	15060	PROC	06-22-2017	Billed	OFFICE DEPOT	32.93
396542	HARMS CORY L	15060	PROC	04-25-2017	Ordered	AIRGAS	238.90

Add/

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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

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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

*Passenger Count: Wheelchair Count: Scooter Count:

Special Needs:
(Requests for ADA accessible transportation will be confirmed by C.I.T.)

*Departure Date: Jan 01 *Departure Location 1:

*Departure Time: .M. Departure Location 2:

*Destination Addr: *Destination City:
 *Destination State:
Destination Zip:

*Back to Campus Date: Jan 01

*Back to Campus Time: .M.

Back to Campus Location:
(If different from Departure Location)

Itinerary:

 (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.)

* - Required field

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.