



cyBUY Contract Marketplace User Record Maintenance Request

Use this form to establish user records for your department in the cyBUY Contract Marketplace system. Shoppers use AccessPlus to place on-line orders with contracted vendors. These orders are routed to one or more department releasers for authorization in AccessPlus before being submitted to the vendor. Up to three releasers may be identified for each shopper.

Department _____ Dept number _____ Requested by _____

| Action | Shopper | orders route to | Releaser 1 | Releaser 2 | Releaser 3 |
|--|---------|-----------------|------------|------------|------------|
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Please return to Purchasing Department, 3616 ASB. Questions? Contact cyBuy@iastate.edu, the cyBUY help desk at 294-8577 , cyBUY Program coordinator Ella Wichers at ewichers@iastate.edu or system administrator Lesley Lackore at 294-4589 or llackore@iastate.edu.