Happy Fiscal Year 2017!!

Year End
On July 1st, your open purchase orders rolled in BuyWays from budget fiscal year 2016 to 2017. Please review any open encumbrances to make sure your purchase orders are paid net 30 days.

Logging in to PeopleSoft or BuyWays
The PeopleSoft Finance Production environment has been upgraded to a new version of the Identity Management system, IDM 11g. This means you are required to log in with your username (firstname.lastname) only, not your full email address. Since BuyWays still uses IDM 10g, you will be prompted to sign into BuyWays even if you are already signed into PeopleSoft Finance Production.

BuyWays will be upgraded to use IDM 11g sometime in the near future. Once the upgrade occurs, you will not be able to log into BuyWays with your full email address. So, if you are not already doing so, get ready for the upgrade by logging in now only with your username (firstname.lastname) and, of course, your email password.

Office Max Personal Purchase Program Update
Your personal purchase logon for OfficeMax will expire if you don’t view the catalog every 90 days. You are not required to purchase an item, but you do need to view the catalog. If your logon does expire, please contact the Personal Purchase Program @1-800-817-8132 Option 2 and they will reset your logon.

If you have not yet set up a logon to purchase personal items at the University’s contract prices, you will find instructions on the BuyWays Help page.
Equipment Requisition Procedures

For inventory control purposes, all equipment requisitions must include the end user’s name and location of equipment. This information must be entered in the **External Comments** section of the requisition. Please enter the end user’s name and location (bldg., floor and room number). For more information please refer to the Equipment Requisition Procedures document.

[https://www.umb.edu/contracts_compliance/property/policies](https://www.umb.edu/contracts_compliance/property/policies)

SciQuest App

You may now download an app to approve requisitions on your Apple or Android phone. When you receive an email notification that you have a requisition awaiting your review, you can approve it in the app. If you are already approving through your email, you may continue to do so. However, you may find that the app is easier to navigate and provides you with more information.

![SciQuest App](image)

The job aid is located on the BuyWays Help page.

[https://www.umb.edu/it/getting_services/campus_administrative_systems/buyways_help](https://www.umb.edu/it/getting_services/campus_administrative_systems/buyways_help)

If you have any questions, please call the Procurement Help Line @7-5060.