BuyWays OPEN HOUSE  
Wednesday, July 15th from 10:00 – 2:00

Please stop in anytime from 10:00 to 2:00 and join us for an informal review of the BuyWays system.

Representatives from Purchasing will be there to assist you with one-on-one training.

**Bring your questions!**

Listed below are a few topics we will review:

- Blanket Orders
- Liquidating purchase orders
- Confirming Orders
- Ship To Addresses
- Commodity Codes
- Account Codes
- Change Orders
- Vendor Search
- Document Search
- Equipment Purchases
- Comments Feature
- Reports

This is a great chance to come visit the new training room!  
It’s a quick bus ride!

Bayside Office Center (Corcoran Jennison Bldg.)
150 Mount Vernon Street, 5th floor, Suite 550

Directions:
• Take the #3 shuttle bus from either the Clark Athletic Center or the Campus Center.
• At Bayside, go to the sidewalk, turn left and walk to the brick Corcoran Jennison building.
• You will come to a covered walkway with a CAPS sign.
• Enter the building, turn left and go through a set of doors to the main entrance and elevators.
• Tell the security guard that you want to go to the 5th floor. (The elevator requires a key card.)
• When you get off the elevator, turn right, and then turn right again.
• Walk down the corridor until you reach the door to IT on the left.
• If you have any problems, please call 617-287-5212.