May 2014

Tips & Tricks:

Listed below are clarifications around some popular issues:

**Match Exceptions for Receiving**

When you purchase equipment and the vendor submits an invoice before the receipt is added to BuyWays, you will receive a system-generated email from SciQuest.

Since we have Central Receiving, this email is for informational purposes only. Our Central Receiving staff will enter the receipt in BuyWays to complete your order.

**Match Exceptions for Invoices**

When an invoice price or quantity does not match the purchase order, you will receive an email from the Controller’s Office with a comment explaining the error. In most cases, you must submit a change request requisition to modify the purchase order to match the invoice. If the invoice is incorrect, please contact the Controller’s Office.

BuyWays Vendor Spotlight

**Apple Computer**

Apple will no longer accept any non-catalog orders under $1000.00 for items that are available from the punch-out site. Apple will send an email directing you to place your order via the punch-out catalog through BuyWays.

Training: For a full listing of all the UMass BuyWays training materials, please visit the [BuyWays Help page](#). Reminder: Do not print these job aids. We continue to make changes with updates from SciQuest.

BuyWays HELP: Please contact the Procurement Help Line @7-5060.
New BuyWays Feature!

As you review the line items in your shopping cart, instead of selecting the same contract number individually in each of several line items, you may now copy the contract number to multiple lines at once.

1. Select the **choose contract link** and add your contract number to one line item.

2. Select the new link called “**copy to other lines.”**


4. Select the lines you want to which you want to add the contract number and **click Copy**.

5. The contract number will now be added to all the selected line items.