November 2013

BuyWays Upgrade
BuyWays will enable a new user interface called Phoenix in January 2014. The software vendor, SciQuest, is introducing this enhancement as part of its long term commitment to improving the user experience.

• Current Classic interface
  - tab-driven menu that is always present across the top of the page.
• New Phoenix interface
  - features a slide-out menu.
  - menu items stay out of the way until they are needed for a cleaner, less cluttered site.

Instructions will be emailed to all BuyWays users on Monday, November 25th. Job Aids will also be available on the BuyWays Help page.

BuyWays Vendor Spotlight

McKesson Corporation is a medical supply vendor and is now live on the BuyWays Showcase.

McKesson supports the following features:

• Electronic invoices
• Electronic Credits
• No shipping charge

The Customer Service number is: 800-866-9243

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.
Frequently Asked Questions (FAQ’s)

1. What should I attach to the External Attachments Field?
   - Vendor’s Quote
   - Detailed Scope of Services $10,000 or less
   - Vendor forms that do not require a signature
   - Certificate of Insurance
   - Prevailing wage pages

2. What should I attach to the Internal Attachments Field?
   - Documents that do not have to be sent to the vendor.
   - Documents that must be reviewed and signed by Procurement.
   - No Bid Justification Form
   - Additional quotes from other vendors
   - Draft CFS Forms
   - Employment status form if an individual
   - Maintenances agreements
   - Licenses
   - Leases
   - Rental agreements

3. What should I enter as an Internal Comment?
   - Comments to a Department Approver
   - Comments to a Special Commodity Approver
   - Comments to a Procurement Buyer

4. What should I enter as an External Comment?
   - Property information (end user’s name and location) for all equipment orders
   - Vendor price quote information
   - Comments for the vendor

5. Where can I locate the appropriate Commodity Code?
   - The account code book identifies the commodity for each account code.