October 2013

We had a successful BuyWays Open House in September. Thanks to all that attended. We thought we would share some of the questions we received at the open house.

1. How do I retrieve my eQuote from Dell?
   There are several options for selecting an eQuote from Dell. Please refer to the job aid located on the BuyWays Help page.

2. Can I use my ProCard for WB Mason?
   All items ordered from any of the showcase catalog vendors must be processed on a purchase requisition.

3. Can I submit multiple vendors on one requisition?
   The BuyWays system does allow this, but the University’s business process is one vendor per requisition.

4. When should I select the Confirming Order check box?
   If you select the confirming order check box on a purchase requisition, the purchase order will not be sent to the vendor. It will be your responsibility to provide the vendor with the PO number.

5. What is the red X next to Requires Receiving in the product description field of a purchase order?
   This is an optional field. Select it if you are purchasing an item against a commodity that does not require receiving, but you want to prevent the invoice from being paid until the receipt is entered. Please contact Procurement @7-5060 if you plan to use this option on your requisition.

BuyWays Vendor Spotlight

New England Biolabs, Inc. is a new Showcased Vendor with a Hosted Catalog.

A Hosted Catalog is provided by the supplier, through a price file, and that data is hosted by SciQuest within the BuyWays application. When entering a purchase requisition, you will not punch-out to the vendor’s web site. You can search through hundreds of items by item name or categories.

New England Biolabs, Inc. is a world leader in the production of high quality restriction endonucleases, modifying enzymes and kits for molecular and cell biology research.
**Special IT approvers**

There are four commodities that will now require special approval from the IT department.

- Equipment – Information Technology All
- IT Software/License/Upgrades
- Lease Rental Equipment – Information Technology
- Consultant Services – Information Technology

When you select one of these commodities, your requisition will be electronically forwarded to the IT Department for approval. Apurva Mehta, Linda Modiste and Jamie Soule have been trained to approve BuyWays requisitions.

**Procurement approval**

Procurement approval will now be required for all orders on these two commodities:

- Equipment – Information Technology All
- IT Software/License/Upgrades

This approval is required to ensure the appropriate contract number has been selected and the end user and location information has been added to the requisition for Property.

**Dell Order Acknowledgments**

When you receive an Order Acknowledgment from Dell, it might include TAX. The tax charge is removed once the order begins processing. Dell is working on a fix for this.

You’ll notice on your order confirmation that the tax charge has been removed. Thanks to the end users who called to let us know of this issue.

**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.