September 2013

**BuyWays OPEN HOUSE:**
Monday, Sept 9th, 10:00-12:00 in the Quinn Bldg., 1st floor, IT Training Room.

If you have started to use BuyWays, join us for an informal review of the system. Representatives from Purchasing, Accounts Payable and IT will be there. Bring your questions!

**TIPS & TRICKS:**
Listed below are definitions and clarifications around some popular order types and fields:

**BLANKET ORDERS:**
Typically used for services, when multiple invoices are expected to be issued against a quantity of 1. Blanket orders cannot be used for computers regardless of cost, equipment purchases and punch-out catalog orders.

**CONFIRMING/NOT SENT TO VENDOR:**
Select this option if you don’t want a copy of your purchase order sent to the vendor. This should never be checked off for punch-out orders.

**SHIP TO ADDRESSES:**
Remember to update your profile with three Ship-to addresses.

1. Central Receiving
2. WB Mason
3. Home Depot (pick up)

**TRAINING MATERIALS:**
For a full listing of all the UMass BuyWays training materials, please visit the BuyWays Help page.

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**Home Depot Is Active**

**Home Depot Benefits**
Special Pricing is available for most orders above $1,000. To receive this special pricing, call 1-800-292-4208 or email ProSupport@homedepot.com with your list of items. Once the order has been reviewed, the order will be available as a quote in the BuyWays catalog.

The catalog is available on BuyWays with over 100,000 stocked and special order items.

Same Day Delivery is available – Order before 10:00 a.m. for same day delivery.

If you have an emergency order, you can still place the order through punch-out and receive it the same day. Call Home Depot at 1-800-292-4208 or email ProSupport@homedepot.com for special attention to the emergency order.

If you don’t have time to look for items, send Home Depot your list and they will input the order into BuyWays for you.
UMASS Showcase Vendors & Customer Service Numbers:
Click here for customer service numbers for all the showcased catalog vendors. Call the vendor if you have questions regarding an order, vendor products, returns, or delivery.

Procard Reminder:
When you are buying from the UMASS Showcase Vendors’ catalogs, you are required to enter purchase requisitions. The University Procard may not be used for items that are available from the UMASS Showcase Vendors’ catalogs.

eQuotes:
Instead of manually searching for products, create an eQuote to save time:
- Contact the vendor to create your eQuote
- The vendor will then load the eQuote into BuyWays, so you can retrieve it when you create your shopping cart
- Currently five vendors support eQuotes:
  - Dell
  - Fastenal
  - Fisher
  - Life Technology
  - Sigma
- eQuote job aids are available on the BuyWays Help page

Commodity/Account Code:
Remember to check the Account Code Book in order to find the correct commodity code. Each entry in the Account Code Book will provide you with both the account code number and the commodity description, as shown below:

735010 Membership Dues – Institutional – Payments must be vendor specific and in the name of the University. Billing and delivery must be to a valid UMass address, no residence.  
Tolerance: 10% over on vendor invoice not to exceed $250
Commodity: Office and Administrative Supplies

Equipment Purchases:
When you are purchasing equipment, be sure to add the end user's name and location in the External Comments field on the requisition.

BuyWays Help:
Please contact the Procurement Help Line @7-5060 for assistance or refer to the BuyWays Job Aids located on the BuyWays Help page on the IT Web Site.