Logging in and Updating Your BuyWays Profile

Before you begin to create requisitions, you should enter default options in your BuyWays profile to save time as you use the system.

- Enter shipping addresses to avoid having to enter the address in each requisition. Enter a shipping address for Central Receiving and for desktop delivery of office supplies from the University’s contract office supply vendor. If you expect to purchase from the Home Depot punch-out site and pick up the items in the South Bay store in Dorchester, enter a third shipping address for “Home Depot Customer Pick-up.”

- If you use only a few speedtypes, you can set them as favorites, so you can quickly select one from a dropdown menu.

- If you are a shopper, enter the names of the requisitioner(s) in your department to whom you will be assigning your shopping carts.

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| 1.   | **Log in to BuyWays**  
Navigate to the link to BuyWays Production and enter your campus email user ID (**firstname.lastname only**) and your email password.  
Select the Boston campus.  
Click Login.  
  
The BuyWays Home page will open. |
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<td>2.</td>
<td>In the top right corner, click on your <strong>name</strong> link. Click on <strong>View My Profile</strong>.</td>
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The Profile page will open, with your personal information on the right. Verify that your name, campus, email address and employee ID number are correct.

If you notice that something is wrong, please contact Human Resources to correct it in the HR system.
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#### Step 3

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| 3.   | On the left side of the window, click on **Default User Settings.**
|      | Click on **Custom Field and Accounting Code Defaults.** |
|      | **User Profile and Preferences** |
|      | **User’s Name, Phone Number, Email, etc.** |
|      | **Language, Time Zone and Display Settings** |
|      | **App Activation Codes** |
|      | **Default User Settings** |
|      | **User Roles and Access** |
|      | **Ordering and Approval Settings** |
|      | **Permission Settings** |
|      | **Notification Preferences** |
|      | **User History** |

#### Set Speedtype Favorites – Not Required for Shoppers

You may set one particular speedtype to appear as a default or you can enter the speedtypes you use most frequently to appear in a dropdown menu when you create a requisition.

Click on the **Code Favorites** tab.

Click **Add**.

Enter a **nickname** for this speedtype, such as GOF or ESS.

Enter your **speedtype** (remember to add –B).

Click to remove the checkmark in the default checkbox.

Click **Save**.

To add another speedtype, click **Add** and repeat the process.
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| **Example:** | ![Accounting Codes](image)

To delete a speedtype favorite, click on the Delete button at the far right of the Accounting Codes box and then click on OK.

When you enter a requisition, click **Edit** in the Accounting Codes tab and a dropdown menu will appear, listing the nicknames you created for your speedtypes.

| **Accounting Codes** | ![Dropdown Menu](image) |

4. **Ship-To Addresses**

You must set up at least two ship-to addresses.

**Central Receiving Address**

This address is for Central Receiving to identify your delivery address for all goods shipped by vendors other than our office supply vendor.

**Desktop Delivery**

This address is for desktop delivery of office supplies from the University’s contract office supply vendor only.

**Home Depot Pickup Address (Optional)**

If you expect to use the Home Depot punch-out site to purchase items that you plan to pick up in the South Bay Home Depot store in Dorchester, enter a third address for this purpose.
### Step 5. Set Up Your Central Receiving Shipping Address

At the left side of the page, click on Default Addresses.

The **Ship To** tab will be displayed.

![Default Addresses](image)

On the far right, click **Select Addresses for Profile**.

Click on the **Select Address Template** dropdown menu and select **UMB – Central Receiving**.

The screen will refresh.

The nickname field will display **UMB – Central Receiving**.

Click to remove the checkmark in the Default checkbox.

In the **Internal Rm/FI/Ste:** text box, enter your room, floor and department, using the following format:

**Room 25A/3**nd Floor/Biology

Click **Save**.
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<td>6.</td>
<td>Set Up Desktop Delivery Shipping Address</td>
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On the far right, click **Select Addresses for Profile**.

Click on the **Select Address Template** dropdown menu and select your **building or location**.

The screen will refresh.

Enter a Nickname – **Desktop Delivery**

In the **Internal Rm/Fl/St:** text box, enter your **room, floor and department**, using the following format:

**Room 25A/3rd Floor/Biology**

Click **Save**.

If you do not set up a shipping address for desktop delivery, your office supply items will be delivered to Central Receiving instead of to your desktop, which will delay delivery.

As you create your requisition, you will click **Edit** on the **Shipping** page and select the appropriate address from a dropdown menu.
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| 7.   | **Set Up Your (Optional) Home Depot Customer Pick-up Shipping Address**  
On the far right, click [Select Addresses for Profile](#).  
Click on the **Select Address Template** dropdown menu and select **Central Receiving**.  
The screen will refresh.  
Enter a Nickname – **Home Depot Pick-up**  
In the internal Rm/FI/Ste: text box, enter **Customer Pick-up – Home Depot**.  
Click [Save](#).  
As you create your requisition, you will click **Edit** on the **Shipping** page and select the appropriate address from a dropdown menu. **If you purchase from Home Depot but want your items delivered to the University, select the Central Receiving shipping address.** |
| 8.   | **Designate a Cart Assignee (Shoppers only)**  
If you are a shopper and not a requisitioner, enter the name of the requisitioner in your department to whom your shopping carts will be assigned.  
On the left side of the page, click on **Cart Assignees**.  
Click [Add Assignee...](#).  
Enter the requisitioner’s last name and first name and click [Search](#).  
Locate the correct name and click [select].  
You may repeat this process to set as many Cart Assignees as you like.  
When you create a shopping cart and click to assign it to a requisitioner, you will be able to select the person you have designated here in your profile. |
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<td>9</td>
<td>To return to the Home page, click 🏡 on the left side of the page.</td>
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