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

- Enter your **phone number**, so that it will appear on your purchase order.

- 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 OfficeMax. 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**.

### Step | Action
--- | ---
1. | **Log in to BuyWays**
   In your web browser navigate to [http://www.umb.edu/it](http://www.umb.edu/it)
   On the left side, click on *Getting Services*
   On the left side, click on *Campus Administrative Systems*
   Bookmark this page.
   In the center of the page, click on *BuyWays Production*
   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.
## Logging in and Updating Your BuyWays Profile

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2.   | In the top right corner, click on your **name** link. Click on **View My Profile**.  
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. |
### Step 3

On the left side of the window, click on **Default User Settings**. Click on **Custom Field and Accounting Code Defaults**.

<table>
<thead>
<tr>
<th>User Profile and Preferences</th>
<th>Default User Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Custom Field and Accounting Code Defaults</strong></td>
<td></td>
</tr>
<tr>
<td>Default Addresses</td>
<td></td>
</tr>
<tr>
<td>Cart Assignees</td>
<td></td>
</tr>
<tr>
<td>User Roles and Access</td>
<td></td>
</tr>
<tr>
<td>Ordering And Approval Settings</td>
<td></td>
</tr>
<tr>
<td>Permission Settings</td>
<td></td>
</tr>
<tr>
<td>Notification Preferences</td>
<td></td>
</tr>
<tr>
<td>User History</td>
<td></td>
</tr>
</tbody>
</table>

#### Set Speedtype Favorites

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.

**Codes**  | **Code Favorites**  | **Syst**

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.

#### Example:

<table>
<thead>
<tr>
<th>Accounting Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nickname</td>
</tr>
<tr>
<td>ESS</td>
</tr>
</tbody>
</table>

To delete a speedtype favorite, click on the **Delete** button at the far right of the Accounting Codes box and then click on **OK**.
## Step 1: Logging in to BuyWays

To log in to BuyWays, you will need to enter your Office ID and password. If you have forgotten your password, you can reset it by clicking on the 'Forgot Password?' link provided on the login page.

## Step 2: Updating Your BuyWays Profile

1. **Update Your Information**
   - Click on the 'Accounting Codes' tab.
   - Click 'Edit' to modify your profile information.

2. **Central Receiving Address**
   - This address is used to identify your delivery address for goods shipped by vendors other than OfficeMax.

3. **Desktop Delivery**
   - This address is for desktop delivery of office supplies.

4. **Home Depot Pickup Address (Optional)**
   - If you plan to use the Home Depot punch-out site, enter a third address for this purpose.

5. **Additional Information**
   - You may also want to update your phone number, email, and other contact information to ensure that you receive updates and communications from BuyWays.

## Step 3: Using BuyWays for Requisitions

- **Create Requisitions**
  - Navigate to the 'Requests' section of your profile.
  - Select the 'Create Request' option.
  - Fill out the necessary information for your requisition.

- **Monitor Requisitions**
  - Track the status of your requisitions in real-time using the 'Requests' page.

## Step 4: Integrating with Other Systems

- **Integrate with采购**
  - If you are using an existing procurement system, you can integrate BuyWays with it to streamline the process.

## Step 5: Conclusion

By following these steps, you will be able to effectively use BuyWays to manage your procurement needs. If you have any questions or concerns, feel free to contact the BuyWays support team for assistance.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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/3rd Floor/Biology**  
Click **Save**.  
|
## Logging in and Updating Your BuyWays Profile

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td><strong>Set Up Desktop Delivery Shipping Address</strong></td>
</tr>
</tbody>
</table>

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.
## Step 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/Fl/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.

## Step 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](#).

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.
# Logging in and Updating Your BuyWays Profile

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>To return to the Home page, click ♦️ on the left side of the page.</td>
</tr>
</tbody>
</table>