February/March 2013

BuyWays Roadmap

The UMass BuyWays project is well underway and we are now in the Live Order Testing phase. The Pilot phase of the project is scheduled to go-live on April 1st.

The Pilot will consist of a small number of select departments from each campus who will be the first to use the system live. The purpose of the Pilot is to fine tune the system before it is rolled out to the entire University in July.

Pilot participants will receive training in the month of March and a knowledgeable support team will be available to assist with any questions that come up.

Featured Video Sneak Peek

Each BuyWays Update issue features a video sneak peek – giving a quick preview of how various roles will use BuyWays.

There are four roles at UMass:

- Shopper
- Requisitioner
- Approver, and
- Receiver

This month’s featured sneak peek is a Requisitioning Preview.

Click here to take a look.

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Amherst
BuyWays Training

Training will be delivered on your campus in March for pilot participants and in June for all campus users.

Training materials available will include:

- Quick Reference Guides
- Training Guides
- Screencasts (brief video demonstrations of BuyWays features and procedures), and
- Online Tutorials.

In addition, a training environment will be available for use during training classes for hands-on exercises.

Terms to Know

These are some terms you’ll be using in UMass BuyWays:

**Shopping Cart**
A virtual shopping cart that holds various items you have selected for purchase. Carts can hold items from multiple suppliers. A cart becomes a requisition after it is submitted to workflow.

**Punch-Out Catalog**
A vendor website in which a user actually leaves BuyWays to shop on the supplier’s site. Each punch-out site will have a different layout and will function differently. After shopping in the punch-out site, the user’s cart will be returned to BuyWays to finalize the transaction.

**Hosted Catalog**
Hosted catalogs are housed directly in BuyWays. They are updated periodically based on the contract with the supplier.

**Non-Catalog Order**
These are orders not available through punch-out or hosted catalogs. Items can be ordered using the Non-Catalog template.

**Requisition**
A request to order in BuyWays. Requisitions will become Purchase Orders after they have gone through the entire approval process.

**Purchase Order**
A requisition becomes a purchase order after all requisition approvals are processed and a final budget validation is passed.