



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 2.8 – BuyWays User Guides

1. In order to assist users of the BuyWays eProcurement System, a series of user guides and job aids have been created with detailed step by step instruction on how to complete key functions within the system. The user guides and job aids may be found at the following links:
 - a. The requisitioner basics guide can be found at: <http://www.umassd.edu/peoplesoftfinance/umassbuyways/quickreferenceguides/>
 - b. Job aids for shoppers can be found at: <http://www.umassd.edu/peoplesoftfinance/umassbuyways/job aids/shopper/>
 - c. Job aids for requisitioners can be found at: <http://www.umassd.edu/peoplesoftfinance/umassbuyways/job aids/requisitioner/>
 - d. Job aids for approvers can be found at: <http://www.umassd.edu/peoplesoftfinance/umassbuyways/job aids/approver/>