

KUPPS Facilities Purchase Quick Tips Sheet



Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Purchasing Use Only | Supplier Info

General		Shipping	Billing
Doing Business as:	The University of Kansas	Ship To	Bill To
Cart Name	16765432, N, Z-2, Ellsworth RM 104 - Vent registers	THE UNIVERSITY OF KANSAS Attn: Erin Room: 201 Dept: Facilities FS Administration Bldg 1503 Sunflower Rd LAWRENCE, KS 66045-7598 United States	THE UNIVERSITY OF KANSAS apinbox@ku.edu 1246 W Campus Rd, Rm 20 ATTN: Payables Lawrence, KS 66045-7602 United States
Description	no value	Delivery Options	Billing Options
Priority	Normal	Ship Via	Accounting Date
Requestor	Erin Sommer	Best Carrier-Best Way	no value
Shopper	Erin Sommer		

Business Unit	Speed Chart	Account	Fund	Department	Project	Budget Reference	CF1	KUEA Account (Oper Unit)	Work Order Number	Store Room	KURES Project Reimbursable	KURES Department Reimbursable
UKANS University of Kansas	NONE No Speedchart Used	134100 MATERIALS FOR BLDGS NON-CAP	580 Service Clearing	7001852 FS Zone 5 - Maintenance	no value	2016 FY2016	no value	no value	16765432	no value	no value	no value

1 Cart Name. Cart Name and Internal Notes need to be the same. Naming Convention should be as follows:

Single Work Orders:

- Work Order #, Bill Type, Zone/Shop #, Building/Location, Order Description
- Example: 16727102, N, Z-4 Robinson, JCI – Sump Pit Detector

Multiple Work Orders:

- Bill Type, Zone/Shop #, Building/Location(s), Order Description
- Example: N, Z-2, Lewis, Hash, Oliver & Ellsworth – Chiller Oil Analysis

Inventory:

- INV, Storeroom Location, Order Description
- Example Zone: INV, Z-6, Bottle Filler Filters
- Example Shop: INV, 7001614, HVAC – JCI Parts

Internal Notes and Attachments	Purchasing Use Only	Check Request Use Only
Internal notes and additional information	Procurement Dept. Use Only	Check Request Information
Internal Note	Prior Authorization Number	Handling Code
16765432, N, Z-2, Ellsworth RM 104 - Vent registers	no value	no value
Internal Attachments		Handling Code Instructions
Add Attachments		no value
Maximo PR Number		Payment Message
no value		no value
External Notes and Attachments		
Note to all Suppliers		
no note		
Attachments for all suppliers		
Add Attachments		
PO Clauses		
001 KU Standard Ts & Cs		

2 Work Order/Store Room. New fields in the Accounting Codes. One of these fields must be populated for Facilities Purchases. Leave these fields BLANK when doing a check request. Only ONE work order or storeroom can be used on each line.

3 Store Room. Store Room CANNOT be populated for a Non-Catalog Service order.

4 Maximo PR Number. For possible future use. Do Not Populate.

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Supplier / Line Item Details

For selected line items Add to Favorites

Ferguson Enterprises, Inc. [more info...](#)
 MAIN
 1801 BULLENE AVE, LAWRENCE, KS 66044-4324 US

Contract no value
 PO Number To Be Assigned
 Quote number no value
 PO Clauses no clause
[View/edit by line item...](#)

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)
 Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 2/19/2016 8:15:51 AM
 Line(s): 1, 2

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 10 X 6 2W 2 Way Sidewall / Ceiling Reg White more info... Manufacturer Name Proselect Manufacturer Part Number PS2WW10U Supplier Part Auxiliary ID EA----{[11D09F28-1594-4D18-AFAS-838784625324]} more info...	2175188	EA	5.09	2 EA	10.18 USD
2 10 X 8 Aluminum Curved Sidewall / Ceiling Reg White more info... Manufacturer Name Proselect Manufacturer Part Number PSA1CW10X Supplier Part Auxiliary ID EA----{[11D09F28-1594-4D18-AFAS-838784625324]} more info...	3862802	EA	49.30	1 EA	49.30 USD

7 [Accounting Codes](#)

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Summary Shipping Billing **Accounting Codes** Purchasing Use Only Supplier Info

Accounting Codes

These values apply to all lines unless specified by line item

Business Unit	Speed Chart	Account	Fund	Department	Project	Budget Reference	CF1	KUEA Account (Oper Unit)	Work Order Number	Store Room	KURES Project Reimbursable	KURES Department Reimbursable
UKANS University of Kansas	NONE No Speedchart Used	134100 MAINTENANCE FOR BLDGS NON-CAP	580 Service Cleaning	7001852 FS Zone 5 - Maintenance	no value	2016 FY2016	no value	no value	16765432	no value	no value	no value

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 MAIN
 1801 BULLENE AVE, LAWRENCE, KS 66044-4324 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 10 X 6 2W 2 Way Sidewall / Ceiling Reg White more info... Accounting Codes (same as header)	2175188	EA	5.09	2 EA	10.18 USD
2 10 X 8 Aluminum Curved Sidewall / Ceiling Reg White more info... Accounting Codes (same as header)	3862802	EA	49.30	1 EA	49.30 USD

Supplier subtotal 59.48USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	59.48
Total	59.48 USD

5 Catalog Number. Catalog Numbers are case sensitive in Maximo and must be populated for all Catalog and Non-Catalog Goods orders. For Non-Catalog Goods orders, the Catalog Number should be uppercase with no spaces. Dashes and/or physical characters should still be used.

6 Line Item Internal Notes. This field is populated with the work order number or Inventory Item # and Storeroom Location.

7 Split Funding:

Inventory: Purchases that have the Store Room field populated CANNOT be split funded at any level.

Work Orders:

- Split funding has to be based on department, fund or account
- Cannot be split by work order only. Must be entered as 2 line items, one for each work order.
- Split funding can be at the Header or Line level

Mixed Inventory and Work Order Purchases: CANNOT be split funded. Must be entered as 2 line items (one for the inventory purchase and one for the work order purchase)