Catalog Purchasing Process Guide

KUPPS Roles

- **Requestor**: Can create shopping carts & primarily responsible for submitting the requisition
- **Shopper**: Create the shopping cart
- **Approver**: Approval of requisitions

Process

- **Catalog Order**: Hosted Catalog ➔ Catalog ➔ Draft Cart
- **Doing Business As**:
  - KUPPS
  - UKANS

Issue Occurs

- Issue occurs during any of these processes and order turns to the requestor

- **PI Approval**: Account Validation 1 ➔ Order > $5k ➔ Central Audit
- **Department Approval**: Order < $5k ➔ Account Validation 2 ➔ Purchase Order

- **UKANS Self-Approval**: Allows the user to skip the approval step

Contacts

**~KUPPS Contacts~**
- KUPPS Staff:
  - (785) 864-6136
  - (785) 864-3098
- KUPPS Student Workers:
  - (785) 864-5799

**~Purchasing Contacts~**
- General:
  - (785) 864-5800

- Approvals are driven by Department of Project chartfield
- Special approvals systematically driven for: Equipment, IT Hardware / Software and Prior Authorizations (PA)

- Purchasing and Audit steps driven by Business Unit, dollar value and Purchase type (catalog / contract type)

**~Payables Contacts~**
- General:
  - (785) 864-3790

- Accounts Payable: review PO for accounting compliance
- Buyer: review PO for contract compliance
- Accounts Payable: review PO for accounting compliance