Non-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

Non-Catalog Order

Non-Catalog Form

Draft Cart

Doing Business As- UKANS

Doing Business As- KURES

Requisition

PI Approval

Department Approval

UKANS Self-Approval
= Allows the user to skip the approval step

Order > 5K

Order < 5K

Account Validation 1

Central or KURES Purchasing

Central Audit

Account Validation 2

Purchase Order

Voucher

Contact KUPPS Staff:
(785) 864-6136
(785) 864-3098

KUPPS Student Workers:
(785) 864-5799

Vendors must be held within KUPPS. If not:
- Vendor in PeopleSoft → Fill out and submit Change Vendor Form. Choose option Sync to KUPPS.
- Vendor not in PeopleSoft → Add vendor to PeopleSoft and sync to KUPPS

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

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

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

Roles

KUPPS

Purchasing

Payables

= This specifies which part of the overall process each KUPPS role is responsible for

= This shows the process of a Non-Catalog order from the beginning to the end

= This shows which department to contact when there are questions regarding parts of the process

~KUPPS Contacts~

~Purchasing Contacts~

~Payables Contacts~

Buyer
= review PO for contract compliance

Accounts Payable
= review PO for accounting compliance

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

Doing Business As- UKANS

Doing Business As- KURES

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