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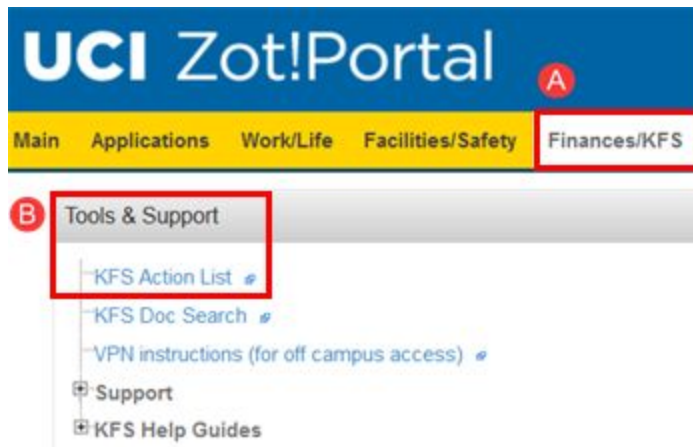
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How to: Complete a Purchase Order

Step 1: Access the Portal

- A. Go to <https://portal.uci.edu>, log on and navigate to **Finances/KFS**.
- B. In the **Tools & Support** portlet, select **KFS Action List**.



- C. Select the Purchase Order (PO) from the Action List under the **ID** column.

ID	Type	Title	Route Status	Action Requested
12100	Purchase Order	Purchase Order - Req for P.O. Test	ENROUTE	APPROVE
12166	Purchase Order	Purchase Order - Office supplies, practice	ENROUTE	APPROVE

Step 2: The document header displays information to assist in retrieving or tracking a Purchase Order.



- A. Write down the document number (**Doc Nbr**) for future reference (appears on the General Ledger).
- B. **Purchase Order #:** The unapproved PO is the same as the approved/final PO and can be used to consult with vendors (also appears on the General Ledger).
 - o Write down the PO# to print PO from UCIBuy.
 - o Users can perform a document search to find their PO later, using multiple search criteria.

Step 3: Validate the Document Overview Tab

- A. Information in the **Description** field is populated from the Requisition.
- B. The **Explanation** field contains additional notes or explanations transferred from the Requisition.
- C. The **Organization Document Number** is an optional 10 character field which appears in the General Ledger.
- D. **Year** defaults to the current fiscal year.
- E. Verify that the **Chart/Org** is correct.
- F. Departmental buyers should only use **L – Low Val \$0.01 - \$5,000.00** in the **Purchase Order Type** field.
 - o All other PO Type categories are used by Central Purchasing or other select units on campus.

DOCUMENT OVERVIEW

OVERVIEW

*Description: January - General supply order

Explanation:

Organization Document Number:

FINANCIAL DOCUMENT DETAIL

*Year: 2018

Total Amount: 376.05

PURCHASE ORDER DETAIL

*Chart/Org: IR / 8001

*Funding Source: Institution Account

Receiving Required:

Contract Manager: NISWONGER, SHAUNA

Assigned To User:

Use Tax Indicator: No

Requisition Source: DIRECT INPUT

Account

Distribution

Method:

Purchase Order Type: L - Low Val \$0.01 - \$5,000.00

Previous Purchase Order #:

Purchase Order Confirmed Indicator:

Cal Tax Reduction Indicator: No

Requisition Source: INPUT

Step 4: View Related Documents Tab

- A. Scroll to the **View Related Documents** tab and select the **Show** button next to the **Requisition** number.
- B. Select the **Requisition** number link to open the Requisition.


VIEW RELATED DOCUMENTS



REQUISITION - 178533

Show



- C. Scroll down to the **Notes and Attachments** tab and select the  icon in the **Attached File** column to open and view the uploaded attachment.
- Save the attachment(s) to the desktop for future use (step 9).

Step 5: Validate Delivery Tab

- A. Validate all required fields.
- B. Validate that the correct Department/Organization name is in the **Address 2** field.
- C. Look for any information in the **Date Required**, **Date Required Reason**, or **Delivery Instruction** fields.
- Expedited shipping charges must be noted in the **Delivery Instructions** field.
 - If the **Date Required** field is blank, type in a date.

DELIVERY

*Delivery Campus: IR - UC Irvine

Building Code: 9931

*Address 1: 131 INNOVATION

*Delivery To: SELLARS, RONALD

Phone Number: 949-824-6536

Email: rsellars@uci.edu

Address 2: Procurement Services

*Room: 250

*City: IRVINE

State: CA

Postal Code: 92617

*Country: United States

Date Required:

Date Required Reason:

Delivery Instructions:

Step 6: Vendor Tab

- A. Complete, add information, and/or validate the vendor.
- Contract Managers should change the vendor on a PO only if they know of a better source.
 - To change the Vendor, select a KFS onboarded vendor by using the lookup button.
- B. The **Customer #** field is optional. Enter or verify customer account number if applicable.
- C. **Method of PO Transmission** determines how the PO is communicated to the vendor. The field defaults to **Auto Fax**, therefore Contract Managers need to verify or change the

transmission method. Here's a quick look at what each transmission method means and when to use it.

VENDOR

VENDOR ADDRESS

Vendor: ABC OFFICES SYSTEMS

City: CORONA

Vendor #: 1077-0

State: CA
*required for US

Address 1: 1047 WEST SIXTH STREET

Province:

Address 2: SUITE A

Postal Code: 92882
*required for US

Attention:

Country: United States

VENDOR INFO

Vendor Choice: Selected Vendor

B Customer #:

Notes To Vendor:

Shipping Payment Terms:

Vendor Contact Name:

*Method of PO Transmission: Auto Fax

PO Transmission Fax: 951-737-2700 C

PO Transmission Email: kweigel@abcofficesystems.com

D Payment Terms: 2% 10 Days Net 30

E Shipping Title:

Contract Name:

Supplier Diversity:
 Minority-Owned Business Enterprise
 Small Business Enterprise
 Small Local Business Enterprise
 Small Woman-Owned Business Enterprise
 Woman-Owned Business Enterprise

[Search for alternate vendor](#)

Alternate Vendor For Non-Primary Vendor Payment: Vendor Name:
Vendor #:

[Remove Alternate Vendor](#)


<p>Manual (non-auto fax/email)</p> <p><i>Contract Managers are responsible for physically completing the task of faxing or emailing the PO and any associated documents (quote) to the Vendor.</i></p>	<ol style="list-style-type: none"> 1. The PO number was provided over the phone or internet, and the vendor <i>doesn't</i> require a copy. Manual stops KFS workflow and prevents the PO from being transmitted to the Vendor automatically, which would result in a duplicate order. 2. The PO number was provided over the phone or internet, and the vendor <i>requests</i> a copy of the PO or needs additional documentation. <ul style="list-style-type: none"> · When sending a copy of the PO, indicate the following description in the last line item of the PO to prevent duplicate orders: Confirming order, DO NOT duplicate
---	---

<p>Auto Fax or Auto Email</p> <p>POs are transmitted automatically through Kuali utilizing the technology that manages UCIBuy.</p>	<ol style="list-style-type: none"> 1. Preferred choice as this does the work for Contract Managers. 2. Manually change the fax number or email address if the vendor asks the buyer to submit the order directly to a specific person within the vendor's organization.
---	---

If **Manual** appears, and cannot be changed, that means that a UCIBuy supplier was selected for a Requisition that was generated outside of UCIBuy. Contract Managers cannot change the transmission method in this scenario, and must manually transmit (fax or email) to the PO to the supplier.

- D. **Payment Terms** default to the terms based on the Vendor's Profile, if they were collected during the onboarding process.
 - o **Payment Terms** to reflect how soon a vendor should be paid (from the date of the vendor's invoice), only if they differ from the default. For example, the buyer may have negotiated a different term such as **2% 10 days Net 30**.
- E. The **Shipping Title** and **Shipping Payment Terms** default to the terms based on the Vendor's Profile, if they were collected during the onboarding process. If the field is blank, and terms have been agreed upon with the vendor, use the dropdown boxes to select the appropriate choice.
 - o Commonly used **Shipping Titles** are **DESTINATION** (title passes to UCI upon delivery—preferred) and **ORIGIN** (title passes at shipping point).
 - o Commonly used **Shipping Payment Terms** are **VENDOR PAYS ("ALLOWED")**—vendor pays the freight cost and it's not added to the invoice, and **INST PAYS** (institution), **PART OF PO ("PREPAID AND ADD")**—vendor pays the freight cost and adds the cost to the invoice.

Step 8: Validate Items Tab

- A. Review and validate information for all line items in the **Current Items** section such as Quantity, Unit of Measure, Catalog #, Commodity Code, Description, and Unit Cost.
 - o Verify that all items are non-restricted.
 - o If a restricted item (furniture, radioactives, etc.) is included in the PO, the Contract Manager must delete it from the order. Restricted items must be ordered on a separate PO and cannot be combined with non-restricted items.
 - Review the [Purchasing Methods Guide \(by Commodity\)](#) for more information.
- B. Select the  button to expand. The **Account Number** and/or quantities should **never** be changed at this stage of a PO without express written permission of the end user/Requisition requestor and fiscal officer. This documentation must be added as an attachment to the PO.

Step 9: Notes and Attachments Tab

- A. In the **Note Text** field, type “upload” to indicate an attachment.
- B. In the **Attached File** field, select the **Browse...** button to upload an attachment (PDF / less than 5 MB).
 - Examples of attached files include quotes, sole source justifications, emails, etc.
 - Never attach documents that contain sensitive information, ex. social security numbers, home addresses, proprietary, copyrighted, health records (HIPAA), etc.
 - Attachments cannot be deleted from the system. If sensitive information was mistakenly attached, contact KFS@uci.edu for assistance.
 - If an attachment was mistakenly uploaded and *did not* contain confidential information, type “disregard attachment” in the **Note Text** field.

If an invoice is uploaded as backup, be sure to send a copy to accounts-payable@uci.edu so they may process the payment.

- C. Select the **ADD** button to complete the file upload.

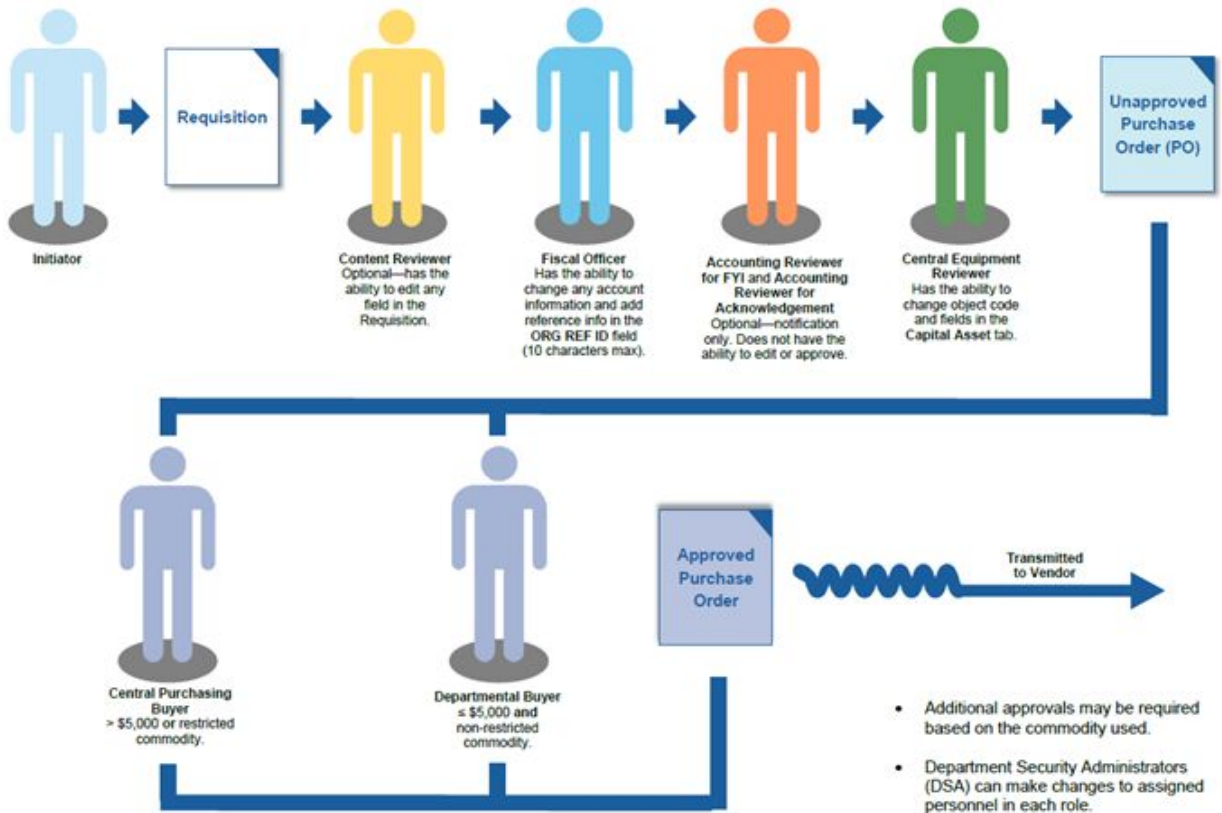


Step 10: Save, Calculate, and Approve the Purchase Order

- A. Scroll down and select **save**.
- B. Scroll to the end and select **calculate** to update the **Document Description** and **Items** tab with tax and order totals.
- C. Lastly, scroll to the end and select **approve**.
 - This completes the PO and brings users back to their **Action List**.
 - Image one displays if there are additional items in the **Action List**.
 - Image two displays an empty **Action List**.



Workflow Chart



How to: Void or Close a Purchase Order

Void or **Close** Quali Financial System (KFS) or UCIBuy Purchase Orders (POs) for the following reasons:

- Cancel a PO
- Release encumbrance
- Unfulfilled orders (item out of stock, discontinued, etc.)

Note: Only Central or Organizational Contract Managers are authorized to complete the Void or Close action.

Void	<ul style="list-style-type: none">• No payment made against PO• Only voids PO in KFS, proper procedures must be followed to cancel/void PO with the vendor
Close	<ul style="list-style-type: none">• Minimum of one payment against PO that has a remaining balance• Only closes PO in KFS, proper procedures must be followed to cancel POs with remaining product

Procedure to Void or Close PO with Vendor

Option A:

Call supplier to verbally cancel the order, and note the date, time, and the name of the person in the **Notes and Attachments** tab of the KFS PO.

Option B:

Send a written cancellation request to supplier via email or US mail. If request is sent via US mail, print document on official UCI letterhead. For either method, include all pertinent information such as date, reason, PO number and contact information. Attach a copy of the document in the **Notes and Attachments** tab of the KFS PO.

Note: Do not send a copy of the KFS PO to the supplier to avoid confusion or possible duplication of the order.

Step 1: Open the Purchase Order

- A. Detailed instructions to conduct a search are located in the Purchase Order Training Guide.

Step 2: Enter Supporting Information in Notes and Attachments

- A. Either type in notes of the conversation in the **Note Text** field or upload a copy of the documentation in the **Attached File** field

- B. Select **add**.

Step 3a: Void Purchase Order

- A. Scroll to the end and select **void order**.
 - Button appears only if there is no payment against the PO.
- B. Confirmation message appears—include the following: date of request, the name of the requesting person and the reason.
- C. Select **yes** to continue, or **no** to return to the previous screen.
- D. Another confirmation message displays, click **ok** to complete the process and proceed to step 3.

Step 3b: Close Purchase Order

- A. Scroll to the end and select **close order**.
 - Button appears only if there is at least one payment made against the PO, and has a remaining balance.
- B. Confirmation message appears—include the following: date of request, the name of the requesting person and the reason.
- C. Select **yes** to continue, or **no** to return to the previous screen.
- D. Another confirmation message displays, click **ok** to complete the process and proceed to step 3.

Purchase Order Amendments

This Training Guide walks users through initiating and submitting amendments for the following scenarios:

- Scenario One: Change Quantity or Unit Cost
- Scenario Two: Add or Delete a Line Item (returns)
- Scenario Three: Amend Payment Terms
- Scenario Four: Add or Change Payment Info Tab
- Scenario Five: Make Changes to a Capital Asset Order
- Scenario Six: Accounting Changes

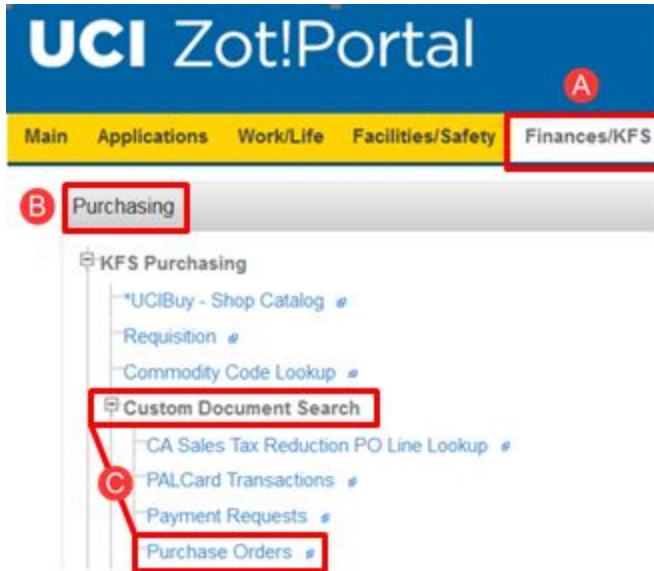
For any other scenarios or questions, contact Central Purchasing at purchasing@uci.edu or 949.824.4040 x3

Keep in mind:

- Anyone in the workflow or with Role 54 access can initiate an amendment. If needed, request access from Department Security Administer (DSA).
- Amendments can only be processed on Purchase Orders with an **Open Status**.
 - **Note:** UCIBuy generated orders can only amend accounting lines if there are no payments made against the Purchase Order.
- Amendments should only be processed for internal use only.
 - If the supplier requires proof of changes to the Purchase Order, the Contract Manager needs to process a Letter of Explanation (via email, fax or regular mail) to provide a clear account of any modifications made.
- Business Contract Amendments: See instructions located at [Portal > Finances/KFS > Purchasing > Training and Resources > KFS Purchasing Training Guides > Purchase Order Amend for Contracts](#).

Step 1: Access Portal

- A. Go to portal.uci.edu, log on and select **Finances/KFS**.
- B. Navigate to the **Purchasing** portlet.
- C. Select the + button next to **Custom Document Search** and select **Purchase Orders**.



Step 2: Enter Search Criteria

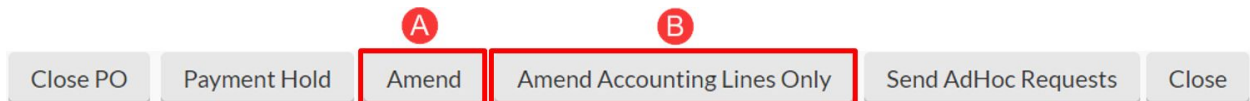
- A. **Type** field defaults to **PO**.
- B. If the current purchase order document number is known, type the number in **Document/Notification ID** field.
- C. If the purchase order number is known, type the number in **Purchase Order #** field.

- D. Select **Document/Notification Id** link that has **Open** listed under **Purchase Order Status Description** column to view Purchase Order.

UCI Kualiti Financial System Action List							
Document Id	Document Type	Status	Document Description	Purchase Order Type	Purchase Order Type Description	Purchase Order #	Purchase Order Doc Status
6216456	Purchase Order	FINAL	LIFE TECHNOLOGIES CORPORATION	L	Low Val \$0.01 - \$5,000.00	175620	Open

Step 3: Select applicable amend button

- A. **Amend** (used for non-UCIBuy orders)
- B. **Amend accounting lines only** is used to only change accounting information.
 - o This option can only be used if there are **no payments** against the line item and is also a non-Capital Asset related items. See **Scenario Six** for more details and instructions.



Step 4: Provide Reason

- A. Provide detailed explanation of changes.
- B. Select the **Yes** button.
- C. This description appears in the **Notes and Attachments** field.

Are you sure you want to **Amend** this Purchase Order?

*Please enter the reason below:

NOTES AND ATTACHMENTS		
07/05/2018 01:16 PM	NISWONGER, SHAUNA	Note entered while amending a Purchase Order : (Previous Document Id is 5990501)

When a POA is initiated, a new document is created. The PO number will always remain the same.

Doc Nbr: 6213092
 Initiator: sniswong
 Purchase Order #: 172630

Scenario Instructions

Complete steps outlined in applicable scenario and proceed to **Step 5**

Scenario One: Change Quantity or Unit Cost (Items tab)

- A. Change Quantity for applicable **Item Line**.
 - Enter new amount in the **Quantity** field (e.g. only 15 available, change from 20 to 15 EA).
- B. Increase or reduce item amount (must be equal or greater than what has already been paid against the **Item Line**).
 - Enter new amount in **Unit Cost** field (e.g. decrease **Unit Cost** from \$21.45 to \$20.45)

The screenshot shows the 'ITEMS' tab interface. At the top, there is a blue header with the word 'ITEMS'. Below it, a table is displayed. The first row of the table has the following cells: '1' (row number), 'Qty, tax' (dropdown), '15' (quantity field, highlighted with a red box and labeled 'A'), 'EA' (unit type, 'Each'), '1161-1700' (item code), '411218C' (item description, 'General laborato...'), 'Beaker, Glass, 400ml' (item name), and '21.45' (unit cost). The second row of the table has the following cells: 'Beaker, Glass, 400ml' (item name), '20.45' (unit cost field, highlighted with a red box and labeled 'B'), '306.75' (total cost), an empty cell, and '306.75' (total cost).

Change takes effect after the **save** button is selected at the bottom of the document.

Scenario Two: Add or Delete a Line Item in the (ITEMS tab)

- A. To add an item (e.g. additional supplies needed to complete a repair), go to the **Add Item** tab and enter in **Item Line** information.
 - Another alternative is to complete a new requisition for the additional items.
- B. Once complete, select the **add** button under the **Actions** column.
- C. Select **show** in the **Accounting Lines** section and fill out the applicable fields.
 - Once complete, select **add**.
- D. To delete item (e.g. supplier confirmed item is no longer available and won't be received), select the **delete** button.
 - New order total is updated after **calculate** is selected.

ITEMS

A

ADD ITEM 🗨️ IMPORT LINES

*ITEM TYPE	QUANTITY	UOM	CATALOG #	*COMMODITY CODE	*DESCRIPTION	*UNIT COST	EXTENDED COST	TAX AMOUNT	TOTAL AMOUNT	ASSIGNED TO TRADE IN	ACTIONS
Qty ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	B +

C

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	PERCENT	AMOUNT	ACTIONS
IR ▾ UC IRVINE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	+
LINE DESCRIPTION									
<input type="text"/>									

Scenario Three: Amend Payment Terms of PO or Contract (Vendor Tab)

(Change can only be processed by a **Contract Manager**—Low or High Value)

A. Go to **Vendor** tab and use the drop-down menu and select the correct **Payment Terms**.

VENDOR

Payment Terms: Net 30 Days ▾

- 2% 15 Days Net 30
- Net 1 Day
- Net 5 Days
- Net 7 Days
- Net 10 Days
- Net 14 Days
- Net 15 Days
- Net 20 Days
- Net 25 Days
- A Net 30 Days
- Net 45 Days
- Net 60 Days
- 1/2% 10 Days Net 30
- 1% 5 Days Net 10
- 1% 10 Days Net 30
- 1% 10 Days Net 15
- 1.5% 10 Days Net 30
- 1.25% 10 Days Net 30
- 1.5% 15 Days Net 30

Scenario Four: Add or Change Payment Info Tab

A. Select the **Recurring Payment** box.

B. Enter the **Begin / End Date**.

PAYMENT INFO

PAYMENT INFO

A **Recurring Payment:**

B **Begin/End Date:** from: to:

The Payment Info tab is for internal use only and does not change the terms of the Purchase Order agreement.

Scenario Five: Capital Asset Change

A. Correct the **Object Code (Items tab)**.

- Object code is editable if there are no payments against the line.
- Type new object code over existing.
- Change from Equipment object code to another Equipment object code.
- Change from Equipment object code to a Supply object code.
 - Select the **change** button to clear tab in the **Capital Asset** tab.
- Change from Supply object code to Equipment code.
 - Fill out **Capital Asset** tab per Capital Asset Training Guide.

B. Update the necessary changes in the Capital Asset fields as needed (**Capital Asset** tab).

ITEMS A

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	PERCENT	AMOUNT	ACTIONS
IR UC IRVINE	OS11178 662080-66309 PR... ISUP-OTHER						100.00		<input type="checkbox"/>
LINE DESCRIPTION									
IR UC IRVINE	OS11178 662080-66309 PR... ISUP-OTHER		9000 CAPITAL EQUIPME...				100.00		<input type="checkbox"/>

CAPITAL ASSET B

SYSTEM SELECTION

Capital Asset System Type: Individual Assets

Capital Asset System State: New System

Scenario Six: Accounting Changes

Option One: amend accounting lines only

Used for an accounting change on an **Item** with no payments against it (see the **Amount Paid** field in the **Current Items** section to verify first).

- A. Select **amend accounting lines only** button.
 - o This option can be used for UCIBuy orders with no payments against it and non-Capital Asset Purchase Orders.
- B. Go to the accounting line to be changed and select the **show** button.
- C. Delete the existing account number and type the correct one in the **Accounting Number** field.

The screenshot shows the 'ITEMS' section with the following data:

ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	DESCRIPTION	UNIT COST	EXTENDED COST	TAX AMOUNT	TOTAL AMOUNT	ASSIGNED TO TRADE IN	AMOUNT PAID	ACTIONS
Qty. taxable	10.00	EA Each	7525-03	30171700	Item # 7525-03, Glass prod... Quartz Microscope Slides and Cover Slips 1 mm GM-7525	4.75	47.50	3.68	51.18	No	0.00	[show]

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	PERCENT	AMOUNT	ACTIONS
IR UC IRVINE	PC12119 485931-78573 L... RESR-PRIVATE ...		8090	LAB SUPPLIES N...			100.00	51.18	

Option Two: Accounting change on an **Item** with partial payments made against it

Reminder: Cannot be used for UCIBuy orders.

- A. Select the **amend** button.
- B. Reduce the existing Item to the amount paid (e.g. \$976.86 + tax = \$1052.57).
- C. Select the **clear all tax** button above the **Current Items** section to ensure that tax calculates correctly.
- D. Create a new Line Item for the difference with the correct Account information.

The screenshot shows the button bar with the following buttons: Amend, Amend Accounting Lines Only, Void PO, Send AdHoc Requests, Close. The 'Amend' button is highlighted with a red box and labeled 'A'.

Original Line Item:

ITEM TYPE	COMMODITY CODE	DESCRIPTION	UNIT COST	EXTENDED COST	TAX AMOUNT	TOTAL AMOUNT	ASSIGNED TO TRADE IN	AMOUNT PAID
1 No Qty, taxable	12000000 Chemicals i...	RPO for primers	1,200.00	1,200.00	38.75	1,238.75	No	1,052.57
TOTALS								

Total Prior to Tax: 1,200.00
 Total Tax: 38.75
 Grand Total: 1,238.75

1 No Qty, taxable [input] [arrow] [input] 120000 RPO for primers [B] 976.86 976.86 75.71 1,052.57 [checkbox] 1,052.57

Setup Distribution Remove Commodity Codes From All Items Expand All Accounts Collapse All Accounts [C] Clear All Tax

2 No C [input] [arrow] [input] 120000 RPO for primers 172.79 172.79 172.79 [checkbox] [trash] [refresh]

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	PERCENT	AMOUNT	ACTIONS
IR UC IRVINE	[input]	[input]	[input]	[input]	[input]	[input]	0.00	[input]	[+]
LINE DESCRIPTION									
[input]									

Step 5: Save, calculate, and submit the Amendment

- A. Select save.
- B. Select **calculate** to update the **Items** tab with tax and order totals.
- C. Scroll down and select **submit**.
 - o Amendment routes to the Fiscal Officer for approval.
 - o Once approved, it routes to the Contract Manager on the Purchase Order.


[B] Calculate [C] Submit [A] Save

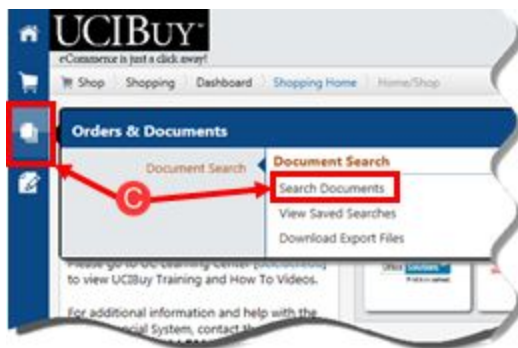
How to Print a PO

Step 1: Access UCIBuy

- A. Go to **portal.uci.edu**, log on and navigate to **Finances/KFS** tab.
- B. In the Purchasing portlet, go to **KFS Purchasing** and select **UCIBuy – Shop Catalog**.



- C. Select the  icon (Orders and Documents) from the fly out menu located on the left side of the screen, and select **Search Document**.



- D. Enter the Purchase Order Number and select **Go**.



- E. Select the PO Number under the **Document Number** column to view the PO.

Document Number	Document Type	Document Owner	Document Date/Time	Supplier	Document Total
120447	Purchase Orders	UCI Kuala User	3/17/2014 2:01 PM	THERMO FISHER SCIENTIFIC	73.68 USD

- F. Go to the **Revisions** tab and select transmission type (e.g. **Manual Distribution**).

Return to Search Results 1 of 1 results Document Number(s) 120447 (Purchase Orders)

PO/Reference No. 120447 Revision 0 Available Actions Add Comment Go

Supplier THERMO FISHER SCIENTIFIC


Status Purchase Revisions PO Approvals Shipments Comments Attachments History

Revision No.	Revision Date	Revision Name	Revised By
original	3/17/2014 2:01 PM	original	System

PO Documents Manual Distribution

G. Print (Ctrl + P) the PO and transmit to the vendor.

- The PO copy that is sent to the supplier **does not** reflect tax, and only displays the subtotal. The following statement is transmitted on every PO: "Shipping, Handling, and Tax charges are calculated and charged by each supplier." Occasionally, a supplier may question this, and kindly refer to the above statement.



University of California, Irvine

Please send invoice to the Accounts Payable Billing Address below (EMAIL preferred):

University of California, Irvine Purchase Order		
Purchase Order Date	PO/Reference No.	Revision No.
Please Read For questions regarding this order, contact the Buyer listed below.		
Contact Information		
Buyer Name:		
Phone:		
Email:		
Requestor Name:		
Phone:		
Email:		

Order acceptance instructions:
SUPPLIER: Please confirm receipt of this order (pricing and availability of all items) by sending an order acknowledgement to the Buyer Email listed above to prevent payment problems and delays. Please also include the PO Number on both Invoices and Packing Slips.

Supplier Information		Shipping Information	
Supplier Name	Address	Ship To Address	Shipping address
Phone			
Fax			
Supplier Contact Name		Delivery Date	

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 1	Taxable No PO Clauses Refer below	null	EA	714.00 USD	1 EA	714.00 USD
Shipping, Handling and Tax charges are calculated and charged by each supplier.						Total 714.00 USD

Notes	
Payment Information	
F.O.B.	Origin
Payment Terms	0% 1, Net 1
Supplier Terms & Conditions	
UC Terms and Conditions:	Unless otherwise specified within the Purchase Order, the provisions of the University of California Terms and Conditions are made a part of this Purchase Order and are incorporated herein by reference. You may view these terms and conditions at http://www.ucop.edu/procurement-services/_files/uc-terms-and-conditions-of-purchase.pdf
Billing Address	
Billing address	UCI Accounts Payable 120 Theory, Suite 200 accounts-payable@uci.edu Irvine, CA 92617-1050 United States

Transfer and Assist

In KFS, there can only be one primary Contract Manager for each Organization/Department. Some Organizations/Departments may require more than one Contract Manager (secondary). The difference between the Primary and Secondary Contract Manager are outlined below.

Primary Contract Manager

- Limit of 1 per organization (org) code. (Schools or large departments have multiple org codes).
- Receives all Unapproved Purchase Orders for assigned org code(s) in their **Action List**.
- Has the ability to share workload of Unapproved Purchase Orders with any Secondary Contract Manager in the same org code(s).
 - Accomplished through **Action List** and use of **return** function.
 - Officially changes Contract Manager name on Purchase Order.
 - Should be used when all future inquiries and follow-up will be initiated by the newly assigned Contract Manager.

Secondary Contract Manager(s)

- Unlimited number per organization code.
- Has the ability to share workload of Unapproved Purchase Orders with Primary or Secondary Contract Managers assigned to the same org code(s).
 - Accomplished through **Action List**, use of **Secondary Delegation** drop-down menu, and the **return** function.
 - Officially changes Contract Manager name on Purchase Order.
 - Should be used when all future inquiries and follow-up will be initiated by newly assigned Contract Manager.

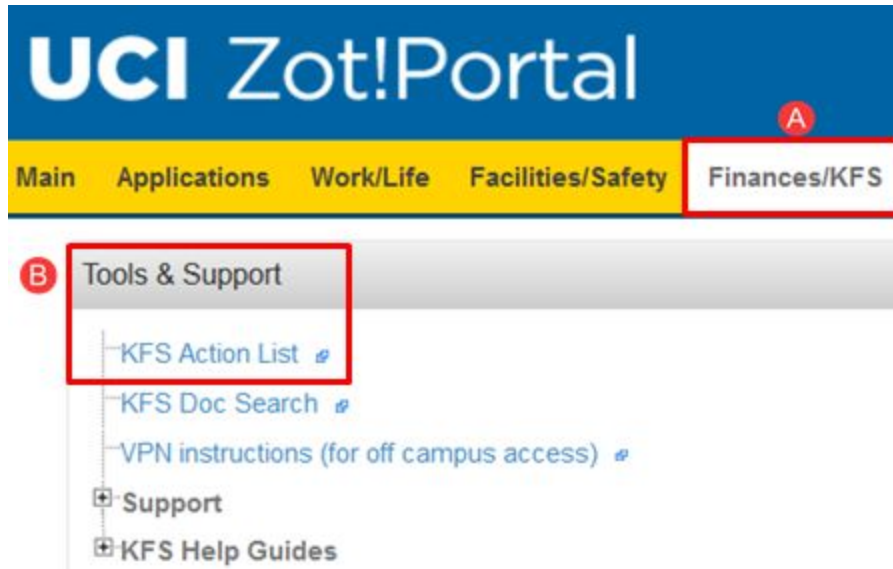
KFS offers a method to transfer or assist with a Purchase Order to share the workload.

Transfer	Assist
<ul style="list-style-type: none"> ● Used by Primary or Secondary Contract Managers ● Formally transfer Purchase Order to a different Contract Manager ● Contract Manager's name is changed on Purchase Order ● Document transfers to the new Contract Manager's Action List 	<ul style="list-style-type: none"> ● Used by Primary or Secondary Contract Managers ● Primary or secondary are covering each other's workload (e.g. sick, vacation, etc.) ● Contract Manager's name is not changed on Purchase Order ● Document remains in original Contract Manager's Action List

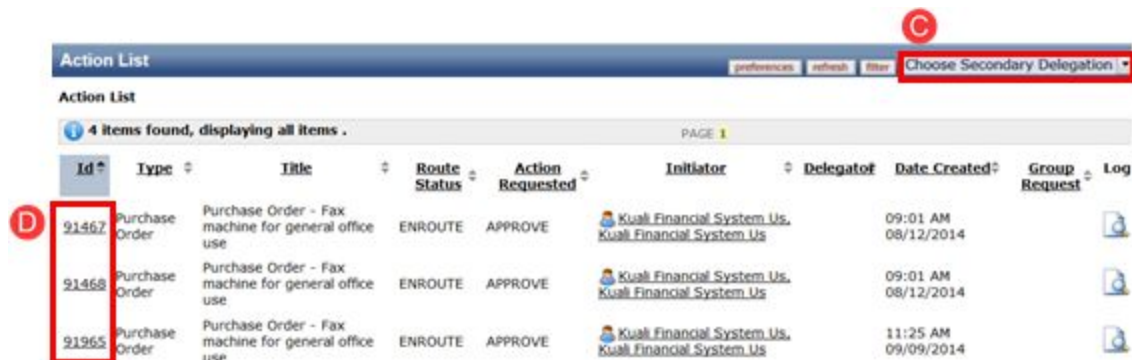
Transfer Steps


To perform a transfer, the Primary or Secondary Contract Manager needs to access the unapproved Purchase Order in their **Action List**.

- A. Go to <https://portal.uci.edu>, log on and navigate to **Finances/KFS**.
- B. In the **Tools & Support** portlet, select **KFS Action List**.



- C. **Secondary Contract Managers Only:** From the **Action List**, in the upper right corner, locate the field with the drop down arrow and select **All Secondary Delegations** or the name of the **Primary Contract Manager**.
- D. **Both Primary and Secondary Contract Managers:** Locate the correct document and select the document number under the **ID** column.



- E. In the **Document Overview** tab, use  to input the new Contract Manager's name. Action can be performed by the primary or secondary Contract Manager.
 - o From the **Contract Manager** Lookup screen, enter the **Contract Manager Code** or enter a partial name with asterisks in the **Contract Manager Name** field.
- F. In the **Purchase Order Type** field, use the drop-down arrow to select **L – Low Val \$0.01 - \$5,000.00**.

Purchase Order Detail

Chart/Org:	IR / 7260
E Contract Manager:	Jeff Ledendecker
Assigned To User:	
Use Tax Indicator:	No
F Purchase Order Type:	

Contract Manager Lookup * required field

Contract Manager Code:	
Contract Manager Name:	
Published Phone Number:	
Published Fax Number:	
Contract Manager Delegation Dollar Limit:	
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
Contract Manager Level Code:	
Priority:	
Commodity Code Patterns:	
Purchase Order Type:	

- G. Scroll to the end of the document and select **reassign**.
- o Enter a reason for the transfer and select **yes**.
 - o Routes PO to new CM's **Action List**.
 - o Transfer action displays in the **Route Log**.

G Are you sure you want to return or assign this Purchase Order to the contract manager?

* Please enter the reason below:

Assist Feature

- A. **Secondary Contract Managers Only:** From the **Action List**, in the upper right corner, locate the field with the drop-down arrow and select **All Secondary Delegations** or the name of the **Primary Contract Manager**.

Primary Contract Managers Only: From the **Action List**, in the upper right corner, locate the field with the drop-down arrow and select the name of the **Secondary Contract Manager**.

- B. This changes the users **Action List** to view all unapproved Purchase Order documents available. Locate the correct document and select the document number under the **ID** column and complete the Purchase Order as normal.
- The original Contract Manager stays as the point of contact for a soft transfer. The Route Log displays the information for the Contract Manager who completed the Purchase Order for point of record.

Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Group Request	Log
91467	Purchase Order	Purchase Order - Fax machine for general office use	ENROUTE	APPROVE	Kuall Financial System Us, Kuall Financial System Us		09:01 AM 08/12/2014		
91468	Purchase Order	Purchase Order - Fax machine for general office use	ENROUTE	APPROVE	Kuall Financial System Us, Kuall Financial System Us		09:01 AM 08/12/2014		
91955	Purchase Order	Purchase Order - Fax machine for general office use	ENROUTE	APPROVE	Kuall Financial System Us, Kuall Financial System Us		11:25 AM 09/09/2014		

Locating Payment Information for Purchasing Transaction

Step 1: Open any document related to a purchasing transaction

- Requisition
- Purchase Order or Purchase Order Amend (POA)
- Payment Request, etc.

Step 2: Scroll to the View Payment History tab and 'show' transactions to see all Payment Requests (PREQ) and Credit (CM) Memos

- (The 'View Related Documents' tab also contains direct links to view PREQ/CM.)
- The **View Payment History** tab is ideal for viewing a summary of all payments and credits.
- If an invoice has been paid, users can select the **disbursement info** button to obtain additional information.

The screenshot displays the UCI Financial System interface for a Purchase Order. The document number is 39282, initiated by 'ifs', and the purchase order number is 1645. The status is FINAL, created on 04:29 PM 06/30/2014. The document status is 'Retired Version'. The interface includes tabs for DOCUMENT OVERVIEW, DELIVERY, VIEW RELATED DOCUMENTS, and VIEW PAYMENT HISTORY. The VIEW PAYMENT HISTORY tab is active, showing a table of payment requests. A red arrow points to the 'Disbursement Info' button in the first row of the table.

PREQ#	INVOICE#	PO#	PREQ STATUS	HOLD	REQUEST CANCEL	VENDOR NAME	CUSTOMER#	AMOUNT	PAY DATE	PDF EXTRACT DATE	PAID?
2565	9301374	1645	Department-Approved	No	No	CARDINAL HEALTH/PHARMACEUTICAL		20.44	07/28/2014	2014-07-28 19:06:34.0 Disbursement Info	Yes
2564	9309167	1645	Department-Approved	No	No	CARDINAL HEALTH/PHARMACEUTICAL		6.56	07/28/2014	2014-07-28 19:06:34.0 Disbursement Info	Yes
52051	880179	1645	Department-Approved	No	No	CARDINAL HEALTH/PHARMACEUTICAL		32.52	04/24/2015	2015-04-24 19:15:39.0 Disbursement Info	Yes

Step 3: The Search for Payment screen displays information such as Disbursement Number and form of payment, e.g. CHECK or ACH

The screenshot shows a web application interface for searching payments. At the top, there is a search criteria form with the following fields:

- Customer Profile Unit: KUAL
- Customer Profile Sub-Unit: PRAP
- Source Document Number: 99027
- Source Document Type: PREQ/PRWF
- Payment Group Id: (empty)
- Disbursement Number: (empty)

Below the search criteria are three buttons: Search, Clear, and Cancel.

The search results are displayed in a table with the following columns: Actions, Customer, Source Document Number, Purchase Order Number, Invoice Number, Payee Name, Pay Date, Disbursement Date, Payment Status, Disbursement Type Name, Disbursement Number, and Net Payment Amount. The results show one entry for customer JR-KUAL-PRAP, source document 99027, purchase order 1645, invoice 9301374, payee CARDINAL HEALTH/PHARMACEUTICAL, pay date 07/28/2014, disbursement date 07/28/2014, payment status Extracted, disbursement type ACH, disbursement number 9003228, and net payment amount 20.44. The 'Disbursement Type Name' and 'Disbursement Number' columns are highlighted with a red box.

Export options: CSV | spreadsheet | XML