

**Date Created:** January 23, 2020

**Last Updated:** [Click here to enter a date.](#)

**Created By:** Kim Tilton

**Updated By:**

**Overview:** To provide users with easy access to contracts for best price, quality and service, fewer mistakes when ordering and completion of order at time of placement with no additional documentation.

Cornell University is provided a greater institutional savings by aggregating and leveraging university-wide transaction volume into supplier contracts allowing for faster turnaround times for orders and payments to suppliers and a simpler more streamlined procurement process for the Cornell buying community.

**Criticality:** Medium

**Frequency:** Other

**Turnaround:** Other

**Processing Time:** 15 minutes

**Start Date:** When need to procure is identified

**How Triggered** When need to procure something is identified

**Due Date:** Various

### **Process Owner(s) / Key Parties / Contacts / Responsibilities:**

Unit eshop User - Located item(s) in eshop and place order for requested items in through eShop  
BSC – dependent upon thresholds documents could route to the BSC  
Vendor - document will route to vendor

### **Key Documents / Sources of Information:**

Know need or request from others in department to purchase (email, in person request), need to know or be provided with the account number(s) for expense.

### **System Access Needed:**

eShop Shopper or eShop plus role in KFS

**Common Problems or Issues Encountered:**

N/A

**Detailed Step by Step Procedures (to be completed by Process Owner):**

<https://www.dfa.cornell.edu/fis/guides/kfs/purchasingedocs/eshop>

Key Risks	Key Controls
User makes personal purchases	Orders \$500 and under or \$1500 and under depending on access stop at a BSC to be reviewed prior to going to a vendor. Payment Requests are reviewed after the purchase by FO

**Process Inefficiencies To Be Addressed:**

Cannot not process a change order on eShop orders.

**Process:**

[Link to Process Map]

**Metrics:**

Metrics of purchases can be found in KDW

**Glossary of key terms/acronyms:**

DFA - Division of Financial Affairs

BSC - Business Service Center

KFS - Kualu Financial System

FO – Fiscal Officer

KDW – Kualu Data Warehouse