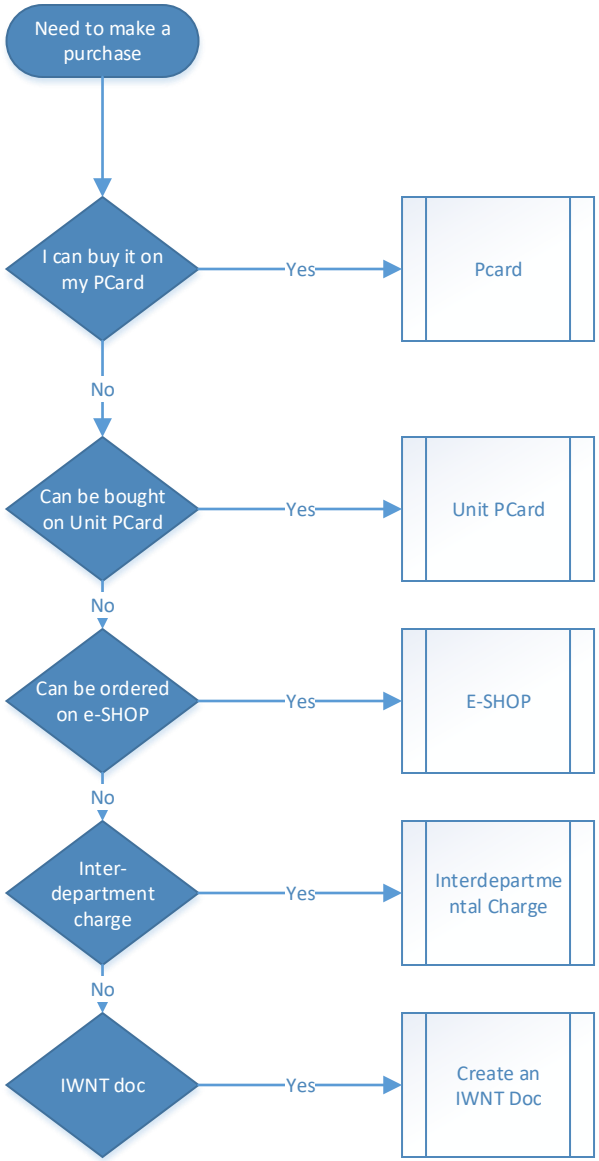
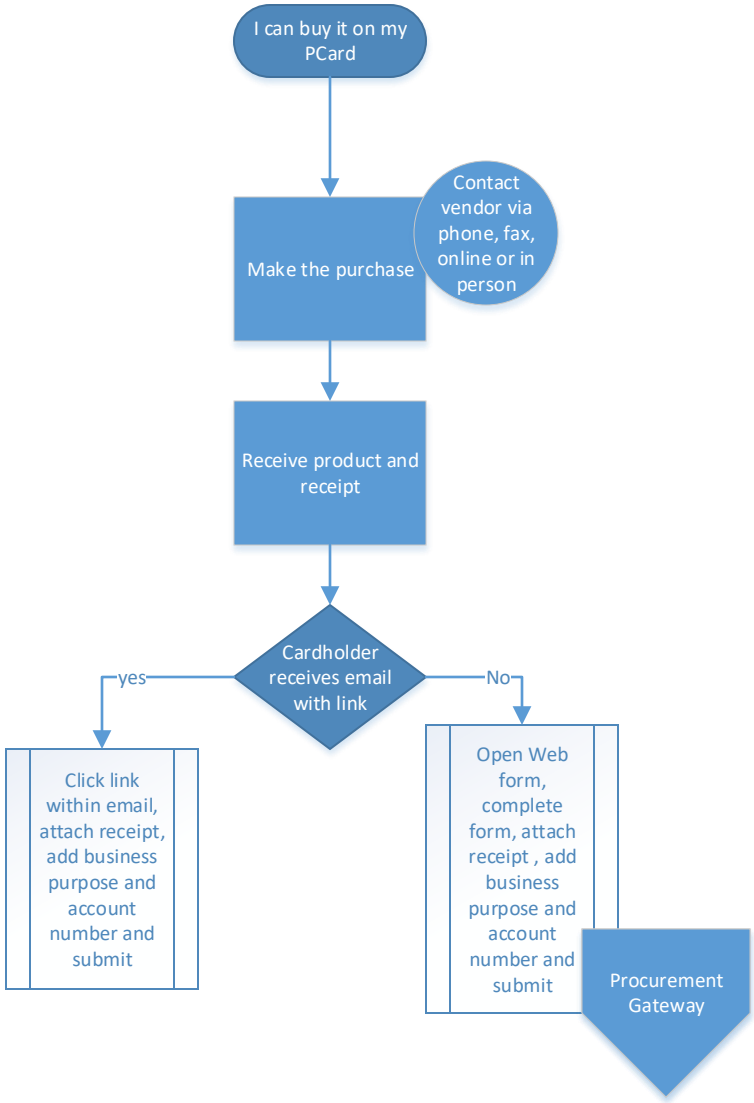
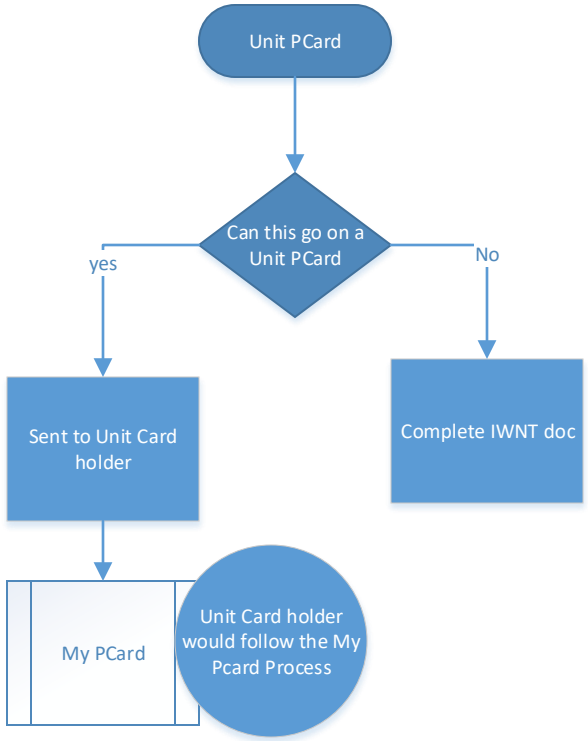
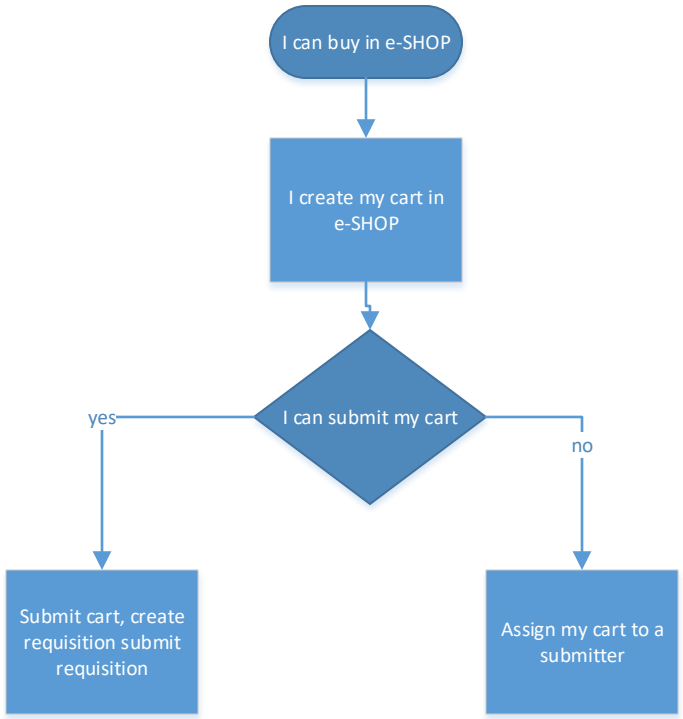

Need to make a purchase
I can buy it on my PCard
Yes
Pcard
No
Can be bought on Unit PCard
Yes
Unit PCard
No
Can be ordered on e-SHOP
Yes
E-SHOP
No
Inter-department charge
Yes
Interdepartmental Charge
No
IWNT doc
Yes
Create an IWNT Doc

KFS Standard Operating Procedures

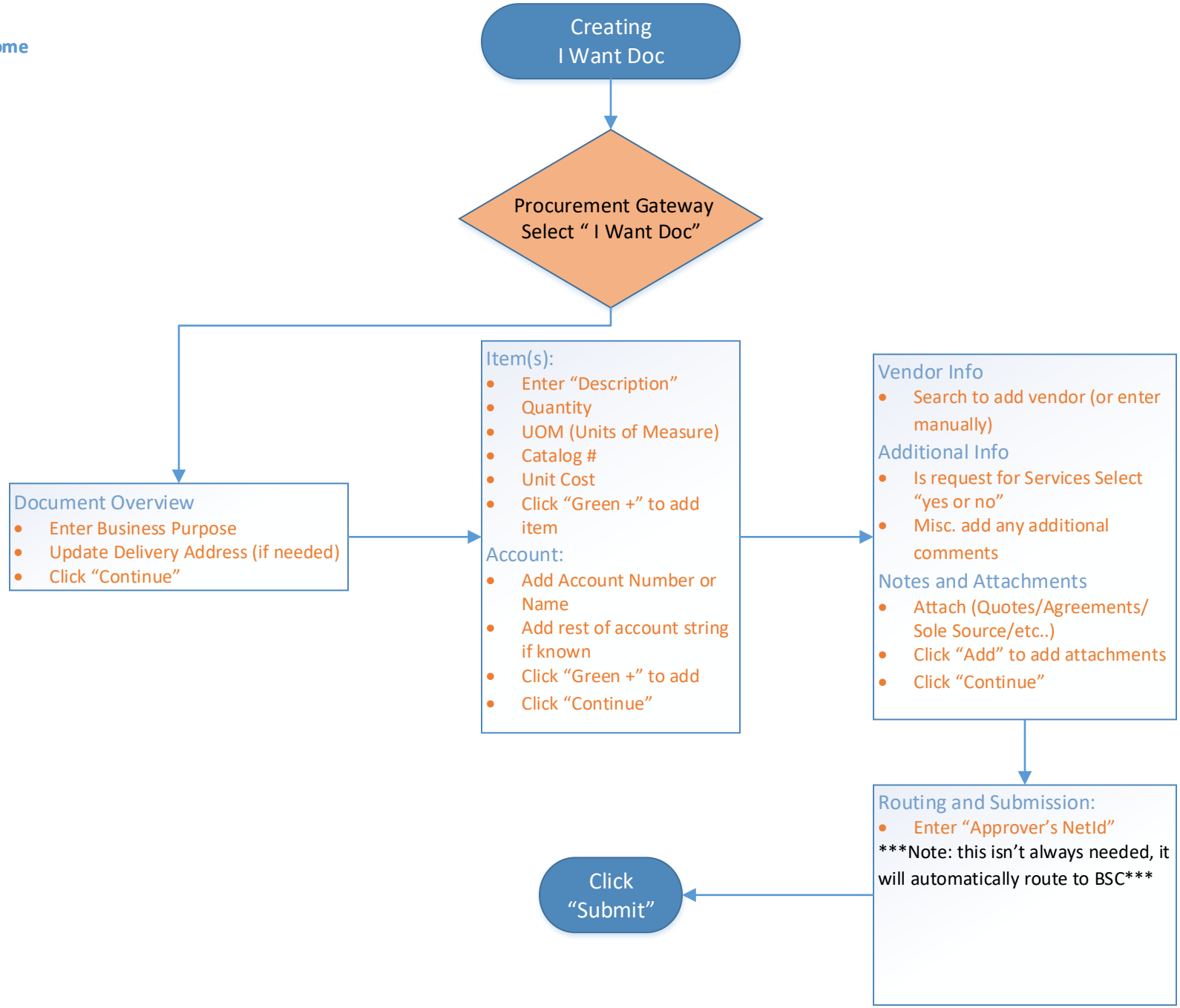


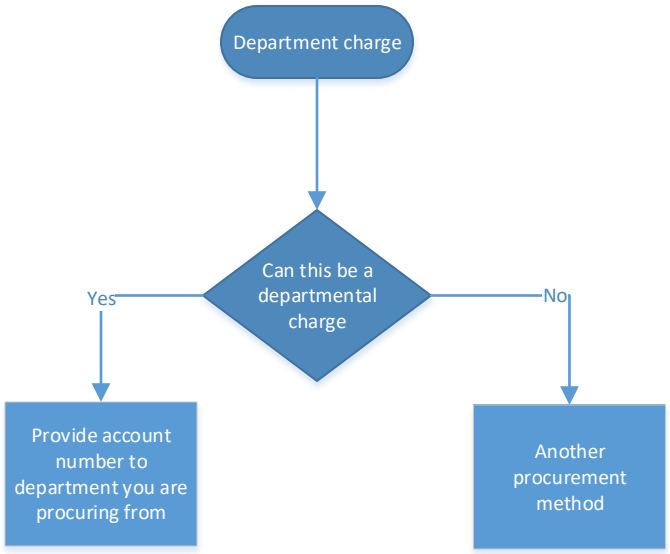
KFS Standard Operating Procedures




I can buy in e-SHOP
I create my cart in e-SHOP
I can submit my cart
yes
no
Submit cart, create requisition submit requisition
Assign my cart to a submitter

Home


Creating
I Want Doc
Procurement Gateway
Select " I Want Doc"
Document Overview
Enter Business Purpose
Update Delivery Address (if needed)
Click "Continue"
Item(s):
Enter "Description"
Quantity
UOM (Units of Measure)
Catalog #
Unit Cost
Click "Green +" to add item
Account:
Add Account Number or Name
Add rest of account string if known
Click "Green +" to add
Click "Continue"
Vendor Info
Search to add vendor (or enter manually)
Additional Info
Is request for Services Select "yes or no"
Misc. add any additional comments
Notes and Attachments
Attach (Quotes/Agreements/ Sole Source/etc..)
Click "Add" to add attachments
Click "Continue"
Routing and Submission:
Enter "Approver's NetId"
Note: this isn't always needed, it will automatically route to BSC
Click "Submit"


Department charge
Can this be a departmental charge
Yes
No
Provide account number to department you are procuring from
Another procurement method