**BC Purchasing Procedure**

In the KFS system there are four types of methods for ordering that including: UCI BUY, PALCARD, KFS REQUISITON, and RECURRING PO (this is not often. Normally once a year along with others).

When you are ready to create a PO, there are a few things to consider.

1. The first should be choosing UCI BUY (without a quote) to place your order in KFS.
2. Next, use KFS Requisition (KFS regular requisition with a quote, or vendors that are not on UCI BUY).
3. If a vendor is not in the KFS system, please fill out the BC requisition form with the PI’s signature and then email it to Isabella Davidson [davidsoi@hs.uci.edu](mailto:davidsoi@hs.uci.edu) to place an order using her PalCard.

Sign into the UCI portal using your username (Faculty & Staff) and PW to create requisitions.

To create a UCI BUY requisition:

1. After logged in, please click “Finances/KFS on the home page of portal in yellow color.
2. Click “ UCIBUY-SHOP Catalog’ under the tab of KFS Purchasing at the right on the page.
3. There you can find many vendors’ name and then you can choose the one you would like to use
   1. You can also search for products, suppliers and more, also, you can see more vendors there.
4. Once you choose a vendor, you can enter catalog number in a box, then follow the instructions to finish the requisition.

To create a KFS regular requisition:

1. After logged into the portal, please click “Finances/KFS on the home page of portal in yellow color.
2. Click the “ Requisition” under the tab of KFS Purchasing at the right on the page.
3. After step 2, a requisition will be created. There you need to fill out the boxes as needed.
4. When finished filling out the fields, you need to click “Save and then click Calculate” before you submit the requisition.

Note: for equipment orders over $5,000 in total, you need to enter the object code “9000” on the accounting line. And then to fill out the section “Capital Asset” that is in the middle of the requisition page.

Please email Amy Zhou [shufanz@uci.edu](mailto:shufanz@uci.edu) if you have any questions regarding purchasing.