

Non-Delegated SRM Shopping Carts – Campus Areas

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I. Purpose

The SRM shopping cart informs Procurement Services of a department's need to procure goods or services for campus areas or non-material items. These items may be restricted from the procurement card and/or PRD.

This is not the procedure for the procurement of goods or services for UK Healthcare and Facilities materials. Refer to [B-3-3-4 Non-Delegated SAP Purchase Requisitions – Healthcare and Facilities Materials/Inventory](#).

II. Policy

1. The SRM shopping cart must be created by the shopper from the requesting department. Specifications regarding pricing, quantity, product and/or service description, delivery address, date of delivery and accounting must be accurate and clearly stated in the shopping cart to insure the correct goods or services are provided.
2. Authorization to create a shopping cart in SRM is granted to an end user based on completing the following criteria:
 - a. SAP Statement of Responsibility form
 - b. SAP Access Request form
 - c. SAP courses specific to the desired SRM role

Online forms and training courses are available through Information Technology Services by contacting SAPtraining@uky.edu.

3. Approval and Processing
Depending on the shopping cart line item type, the cart may require approval by the requesting department and may be forwarded to Procurement Services for review and processing. Procurement Services is responsible for making sure the request aligns itself with the University's policies and procedures as stated in the Commonwealth of Kentucky Model Procurement Code, KRS section 45A. Determination of the appropriate action to be taken for the request - Invitation for Bids (IFB), Request for Proposal (RFP), Request for Quote (RFQ) and/or purchase order (PO) - is made by the assigned Procurement Agent. The PO is the final document created by Procurement Services. It serves as the formal order and is issued directly to the supplier for order fulfillment.
4. SRM Purchase Order Processes
The purchase order is a contractual document by which the supplier is notified of the acceptance of an Invitation for Bids (IFB), Request for Proposal (RFP) or formal quote. The requesting department is required to issue the Good Receipt and submit the original invoice to Accounts Payable Services for proper posting and payment.
5. Change Order
The change order is an official amendment to the purchase order and is issued by Procurement Services.
A departmental request for a change in pricing, quantities and/or description must be submitted in writing to Procurement Services.