

TRACKABLE PURCHASING PROCESS

Need is identified for a trackable* item by end-user
End-user submits request through CRS using one of four methods: <ul style="list-style-type: none"> - Order online through iLabs directly (preferred) - Email order to crs@uga.edu** - Call CRS Customer Service at 706-542-2411** - Fax order to 706-542-5976** ** CRS enters order into iLabs if end-user opts for email, call, or fax
iLabs: Navigates to CRS Cores page to select items for purchase, or makes a special request to add the item
iLabs: CRS or end-user completes the check-out process by selecting delivery, storage & payment details & submitting cart
iLabs: Carts route through department approvals (if they have been set up)
iLabs: Once all applicable approvals have been completed, CRS reviews the order for fulfillment
iLabs: If the item is in stock, CRS updates the inventory and delivers the item (or notifies the end-user that it is ready to be picked up), and the process ends here
UGAmart: If the item is not in stock, CRS creates a purchase request in UGAmart
UGAmart: CRS searches for item in UGAmart and adds to cart, or creates a non-catalog order
UGAmart: CRS sets item to be delivered to CRS, adds accounting details, and submits the cart for approval
UGAmart: Requisition routes through the appropriate approval path before being submitted to the vendor
UGAmart: Vendor delivers item to CRS. CRS creates receipt in UGAmart acknowledging delivery.
iLabs: CRS adds item to inventory in iLabs (and Chematix), indicating where it will be delivered & stored on campus
iLabs: CRS sends item out for delivery, or notifies the end-user that item is ready for pick-up
End-user receives item and no further action is necessary

NON-TRACKABLE PURCHASING PROCESS

Need is identified for a non-trackable* item by end-user
End-user submits request through UGAmart or uses another allowable purchasing method like PCard. *CRS will accept requests for non-trackable items using the same method as trackable items.
UGAmart: End-user creates a purchase request in UGAmart
UGAmart: End-user searches for item in UGAmart and adds to cart, or creates a non-catalog order
UGAmart: End-user selects item to be delivered to Central Receiving or other location depending on Central Receiving policy, adds accounting details, and submits the cart for approval
UGAmart: Requisition routes through the appropriate approval path before being submitted to the vendor
UGAmart: Vendor delivers item to Central Receiving (for redelivery to end-user) or directly to end-user depending on purchase order instructions. Central Receiving or end-user creates receipt in UGAmart acknowledging delivery.
End-user receives item and no further action is necessary

* Trackable is the term Procurement and CRS use to identify anything that the UGA Chemical and Laboratory Safety Manual or CRS has determined must be ordered through CRS and tracked through Chematix. Chemicals account for the majority of trackable items.