

Date Created	04/12/2026
ZotMail Account	Mary Lou D. Ortiz
From	Mary Lou D. Ortiz - CFO and Vice Chancellor, Finance & Administration
To	Campus Employees (includes College of Health Sciences Employees)
Subject	UCIBuy+ Launch Success!
Sending Time	8:00 AM

**UC Irvine**  
Division of Finance  
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### *UCIBuy+ Project Sponsor Message*

Dear colleagues,

We are excited to announce that [UCIBuy+](#) is now live! UCIBuy+ is UCI's new platform for campus requisitions and purchase orders, designed to streamline purchasing, improve efficiency, and create a more consistent experience across campus.

## What You Need to Know

- **System Access:** All active employees can now log in and submit purchase requisitions through [UCIBuy+](#).
- **PALCards:** Continue to operate normally; no changes.
- **KFS Requisitions and Purchase Orders:** Any items **not fully approved before the transition** must be re-entered in UCIBuy+ by the department.
- **Open KFS Purchase Orders:** KFS POs that were completed by April 2 with an open status will continue to be invoiced and paid in accordance with the current PO or PO amendment.
- **Approvals & Workflow:** Items submitted in UCIBuy+ will follow standard approval routing within the system. Please allow for additional time as transactors acclimate to the new system.
- **UCIBuy+ Purchase Orders:** Exported to KFS, where invoices and payments will continue to be processed in KFS as Payment Requests (PREQS) and Credit Memos (CMs).

## Post-Live Support – Daily Virtual Office Hours

Each session begins with a brief 15-minute micro training on a focused topic, followed by open time for Q&A and hands-on support. Bring your questions or active transactions—we're here to help. [Add these sessions to your calendar.](#)

- **Dates:** April 13 – April 24, 2026
- **Times:** 10 a.m.-12 p.m. and 1-3 p.m.
- **Format:** [Zoom](#)

## Resources

- Access the [UCIBuy+ informational webpage](#) and explore the updated [Procurement website](#) for additional guidance and support.
- View [UCIBuy+ training materials](#) and [FAQs](#).
- Open a [Procurement ServiceNow ticket](#) for help and support.

Thank you for your partnership as we transition to UCIBuy+.

Please email [procurement@uci.edu](mailto:procurement@uci.edu) with any questions.

Sincerely,

**Mary Lou D. Ortiz**  
Chief Financial Officer  
Vice Chancellor, Finance & Administration

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