

Date Created	03/11/2026
From	Snehal Bhatt - Chief Procurement Officer, Procurement Services
To	Department Security Administrators (DSAs)
Subject	Action Required: DSA Role Management for UCIBuy+ Effective March 23
Sending Time	6:00 PM

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Dear Department Security Administrators,

As we prepare for the April 13 go-live of [UCIBuy+](#), we are updating approval and access roles within [KSAMS](#). Some roles will remain the same, some are new under UCIBuy+, and one key responsibility—verifying department buyer training—will now be handled by DSAs.

Beginning March 23, 2026, DSAs will manage and approve the majority of [UCIBuy+ role requests](#) in KSAMS.

The project team has already worked with units to collect and prepare initial role assignments for the new system, so most of the work is complete. However, staff changes such as transfers, retirements, separations, and new hires may affect role assignments. To ensure accuracy and readiness for go-live, it is essential that DSAs actively manage role requests and approvals going forward.

What Changes on March 23

- All [UCIBuy+ role requests](#) must be submitted and approved through KSAMS
- Requests may be initiated by the role holder, their supervisor, or the DSA
- DSAs are responsible for reviewing and approving all role assignments for their department
- There will be no access freeze prior to go-live — ongoing role management will continue as part of normal operations

Instructions for submitting and reviewing UCIBuy+ role requests in KSAMS are available on the [UCIBuy+ Access & Roles webpage](#).

Users can verify their current role assignments directly in KSAMS by following the instructions on page two of the [KSAMS user guide](#).

Important: Department Buyer Training Verification

One change in UCIBuy+ is that DSAs — not Central Procurement — will now be responsible for verifying completion of the required UCLC ([UC Irvine: Procurement Fundamentals](#)) training before approving access. Department buyers will email proof of course completion to the DSA ([see flow chart for details](#)).

Assigned department buyers have been granted temporary system access in the test environment to support system training and have been notified to complete the required course before April 13. Individuals who have not completed the UCLC training will have their department buyer access removed prior to go-live. Confirming UCLC completion is critical to ensuring compliance, proper system use, and operational readiness on April 13.

If you have questions, please contact procurement@uci.edu.

Thank you in advance for your partnership in supporting a smooth and secure transition to UCIBuy+.

Sincerely,

Snehal Bhatt
Chief Procurement Officer
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