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ZotMail Account	Rick Coulon
From	Snehal Bhatt - Chief Procurement Officer, Procurement Services
To	UCIBuy+ System Users
Subject	UCIBuy+ is Live – We're Here to Support You
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UC Irvine Procurement Services

Dear UCIBuy+ system users,

UCIBuy+ is now live! As you begin using the new system for campus purchase requisitions and purchase orders, we know that there may be questions, unexpected issues, or extra time needed while workflows get established. You are not alone—central Procurement is here to support you every step of the way.

What to Keep in Mind

- **System Access:** All active employees can now log in and submit purchase requisitions in UCIBuy+.
- **KFS Requisitions and Purchase Orders:** As a reminder, any items not fully approved before the transition will need to 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. Please allow for additional time as transactors acclimate to the new system. Transactions requiring your review or approval generate an email notification from poadmin@uci.edu with instructions on the action needed. Please keep in mind group approval notifications (i.e., multiple approvers) and remember to select **Assign & Further Actions**.
- **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).

We're Here to Help

- **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+. If you have any questions or concerns, please email procurement@uci.edu so we can ensure a successful launch.

Sincerely,

Snehal Bhatt
Chief Procurement Officer

Procurement Services

Pejman Khoshkhoo

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