

Quick Reference Card - Basic Web Procurement



Process: Perform this procedure when stock has fallen below desired levels within a specific plant location that has an assigned form number. Use this for both Web Procurement Internal Reservations and Web Procurement External Requisitions.

Role: Authorized Users

Frequency: When needed

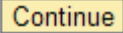
BEGINNING

Open the myUK portal and login

Click on the **Enterprise Services** tab located on the blue bar along the upper-portion of the screen



WEB PROCUREMENT

On the **UKY Web Procurement** screen, if you know the form number, fill in the **Form #** field and click on the **Continue** button 

If the form number is not known, fill in each of the following fields:

- Plant** (UK00 Hospital or UK10 Facilities)
- Department Name**
- Form Name**

If you already know the desired Form #, please enter it below in the Form # textbox and click the "Continue" button. Otherwise, please use the comboboxes below to narrow your search.

Form #:

Plant #/Name: 2 plant(s) found

Department #/Name: 0 department(s) found

Form #/Name: 0 form(s) found.

Form Type:

Cost Object:

Unloading Point:

Recipient:

When the form appears, click [Select](#) to move a line from **Available Line Items** to **Selected Line Items**.

Repeat until all desired line items have been selected.

Available Line Items: [\(hide\)](#)

3 item(s) available. Filter: [Go](#) [Reset](#)

[Select All Items](#) Available items are not currently being filtered

	Line #	Material #	Material Description
Select	0001	10249	SUTURE^ 6-0 PROLENE M8805
Select	0003	3701	BD-CD10 FITC (100 TEST)

In the **Qty** field for each **Selected Line Item**, change the quantity to the amount to be ordered.

To add information, click in the **Notes** field if creating a requisition.

Selected Line Items:

1 item(s) selected.

	Qty	Notes	Line #	Material #
Delete	2	overnight	0001	10249

When finished, click on the **Process Order** button



Click on the link to print your order

[Click here to print your order.](#)

Click on the **New Form** button to begin another order, or [Log Off](#)



The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>