UProcure

UProcure Resources

Approving Requisitions	Managing Invoices
Basics	Managing Purchases
Commodity Codes	News and Tips
Creating Requisitions	Request Help
Determining Requisition Status and Approvals in UProcure	Spend Radar

About UProcure

UProcure is a procurement system used to shop online from select supplier catalogs and create purchase requisitions for goods and services from non-catalog suppliers. It is also used for subawards whenever UCAR is the prime awardee and we need to pay other institutions for their collaboration.

[Go to UProcure]

Accessing UProcure

All staff can access UProcure to shop and initiate requests to purchase goods and services. However, only those with the Requester role can submit purchase requests within UProcure for approval.

[Learn More About Roles]

Learn About Procurement

Before you begin using UProcure, familiarize yourself with the overall procurement process, policies, and procedures.

Additional Resources

- UCAR Procurement Guidelines
- How to Buy flowchart: Determine the appropriate method of procurement for your purchase
- UProcure Basics: Learn about the UProcure process and roles, setting up your profile, searching, and supplier management

UProcure Newsletters

Our UProcure News & Tips newsletter is published about once a month and includes UProcure tips, reminders, and system changes.

Questions?

- For assistance with UProcure, submit a help request to the Enterprise Service Desk.
- For all other questions regarding procurement, contact your Contract Administrator.