

CSU has implemented a new program for tracking and ordering chemicals. CAMS is the University's Chemical Acquisition and Management System. CAMS allows researchers and staff throughout the University to find, purchase, and track chemicals from a single application. Because of the way this system is set up, the WCNR business office will no longer be able to purchase any chemicals that have a CAS registry number assigned. Attached is a guide for further information or you can visit <http://www.ehs.colostate.edu/WChemMgt/Home.aspx>

If you or your research team are in need of purchasing chemicals, below is guidance on how to place an order.

1. Go through the CAMS training: <http://www.ehs.colostate.edu/WChemMgt/Home.aspx>. Training is needed prior to placing an order.
2. Navigate to Kuali Financial systems
  - a. Go to the Administrative Applications and Resources (AAR) page
  - b. Click on the KFS link in the right hand menu
3. Click on the "Procurement and Accounts Payable" tab from the left hand menu
4. Click on "Shop Catalogs" from the activities menu
  - a. You may need to let your browser allow pop ups if you have them blocked
5. Find the CAMS link under the Lab Supply/Equipment Supply Menu



6. Search for the chemicals you need and add items to your cart as needed
  - a. While you can order chemicals from multiple vendors at once, the WCNR Business Office recommends doing separate orders for each vendor
7. Once you have all items in your cart, you can proceed to check out
8. Ensure that the recipient name and delivery location is correct. This is important for chemical tracking and responsibility purposes.
9. Click the "Submit and Return Cart to Purchasing" button in the top left corner of the page
10. A new page should appear titled "Shopping Cart"
  - a. The WCNR Business Office recommends change the cart name to your last name and the vendor you are ordering from
11. Click Proceed to check out
12. Edit the shipping address information
  - a. Click Edit
  - b. If you do not have any saved address, click on the "click here" link to choose a different address and click "select from org addresses"
  - c. Search by your department number with \* \* around (ie. \*1401\*)
  - d. A list of all addresses for your department should appear, click on the most appropriate address (ie. your departments front office)
  - e. Fill in address details as needed
  - f. Click Save
13. Click the "final review" button and then click "Submit Cart to Kuali"

14. Now your cart should be transferred over into a Requisition document. Please note that only the sections highlighted below need to be filled out
- a. Final Delivery Tab
    - i. Find the building in which your chemicals will be delivered to by clicking on the magnify glass
    - ii. Use \* \* around your building search (ie. **\*Wagar\***) for best results or use your building code from the list below
    - iii. Click on “return value” for the appropriate address
    - iv. Fill in your room number
  - b. Items Tab
    - i. Click on the “expand all accounts” button
    - ii. This will open accounting lines for each item in the order
    - iii. Every single item must have its own accounting lines filled out
    - iv. Fill in your account number (all account numbers are 7 digits long, ie. 53XXXXX), object code, and line total for each line. Your object code will always be 6218.
    - v. Click the green + button for each item on the order
  - c. Notes and Attachments tab
    - i. Please provide a justification for the items being purchased. A good justification covers the who, what, where, when, and why for the purchase.

EX: Researcher A requires ethanol for the preservation of animal samples collected in support of the animal sampling project.
    - ii. Click the green + button to save the justification
  - d. Click Submit !

Your order has been submitted for approvals. Once approved, you should receive order confirmation to your CSU email regarding order details and shipping information.