

July 2022



### UNI eStore Information



Departments wanting to sell physical or digital goods are invited to begin the process by filling out the [New eStore](#) Service Hub Request.

Additional information is available on the [Confluence eStore Page](#).

### New Appropriation Year-23

APY 22 is no longer available and general fund accounts should all be changed to APY 23. If you have favorite accounts stored in any of the financial systems please confirm that this change has been made. Thank you in advance for making these changes to minimize processing delays!



### New IT Purchasing Process

For all technology purchases, IT must review the terms and conditions and approve or sign off on the purchase prior to a non-catalog request being submitted.

To submit a Service Hub Request to IT for a new purchase, go to [Procurement of Information Technology Resources](#).

Procurement will be rejecting all non-catalog requests that do not have an approved service hub ticket number included on the request.

***\*This process is not required for iProcurement store vendors\****



### Amazon Purchases

As a reminder Amazon purchases must be made through the Oracle iProcurement store only. Do not try to place your order through a previous link you have saved. Orders will only place once your approvals are complete in Oracle. If your order did not go through the checkout process in Oracle it did not get placed.

