

Husky Buy Purchasing Request Form

Step 1 – Before You Begin/Navigating
the Form

Before You Begin

- Before starting the form, it is advised that the requestor gather all necessary details:
 - Department Head/Director approval
 - Funding source (KFS or Foundation account number)
 - Justification for purchase must include the following:
 - (1) Overview of the purchase
 - (2) Impact on students, teaching, research, or life/safety
 - (3) Alternatives considered
 - Applicable quote(s), link to item(s), sole source justification when required...etc.
- Once Department Head/Director approval has been received and the form has been completed it will route to the SFA Financial Services Office for review and purchase.
- You will receive an email if you need to provide more information. You will also receive an email once your purchase has been approved.

Login to Husky Buy

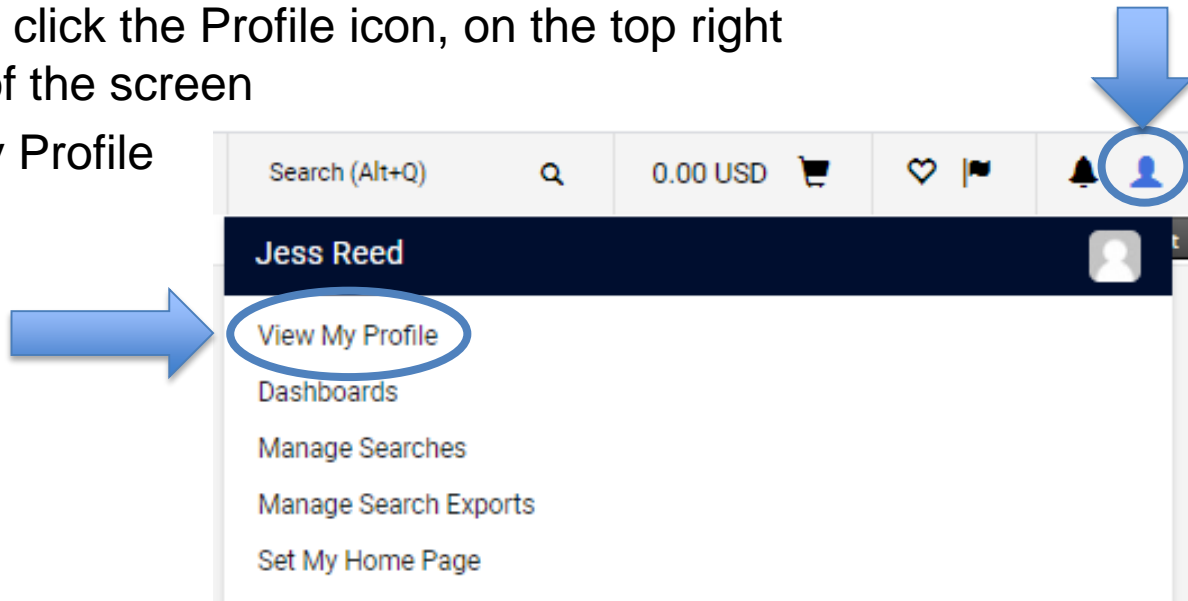
- Login to Husky Buy from the Purchasing Department Website. <https://purchasing.ubs.uconn.edu/>
 - The login button is on the left hand side of the page in a blue box. After you click the login button, you'll be asked for your NetID and password.

The screenshot shows the University of Connecticut Purchasing Department website. At the top, there is a dark blue header with the text "UNIVERSITY BUSINESS SERVICES Purchasing Department" and a navigation menu with links for Home, About Us, Bid Opportunities, Procurement Card, Resources, Online Forms, and FAQs. Below the header, there are two green buttons: "UConn Travel Suspension FAQs" and "Emergency Purchase Procedure". The main content area features a large "UConn UNIVERSITY BUSINESS SERVICES PURCHASING" banner with a description of the department's role. To the right of the banner are four smaller images: "CONTRACTS", "FORMS", "TRAINING", and "PROCUREMENT". At the bottom left, there is a "HUSKYBUY UCONN" section with a blue "LOGIN" button and a red "JOB-AIDS" button. A large blue arrow points to the "LOGIN" button. To the right of this section is a "NEWS FLASH" section with the title "FY21 Blanket Order Procedure" and a date "Posted on April 9, 2020".

Before you Begin – Update your Notification Settings

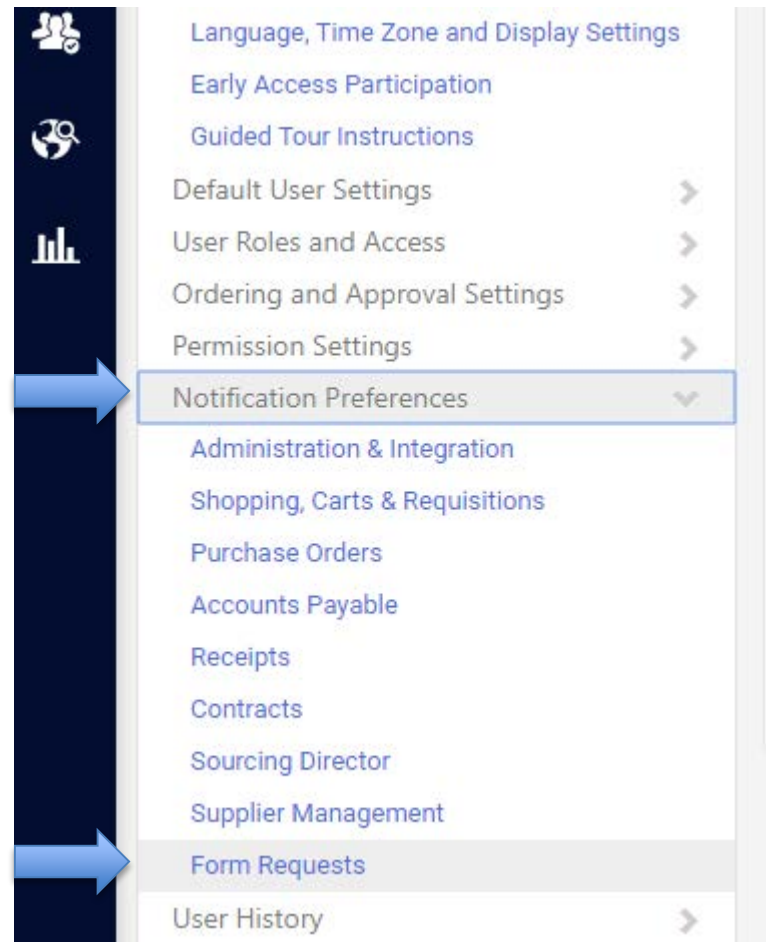
Please enable email notifications before using the form for the first time.

1. In Husky Buy, click the Profile icon, on the top right hand corner of the screen
2. Click View My Profile



Before you Begin – Notification Settings

3. Click Notification Preferences
4. Click **Form Requests**



Before you Begin – Notification Settings

5. Click [Edit Section](#)

Notification Preferences: Form Requests



?

▼ Form Request Review Workflow

[Edit Section](#)

Form Request Pending Approval in Workflow ?	Email & Notification
Form Request Workflow Notification Available ?	Email & Notification
Form Request Workflow Error ?	Email & Notification
Form Request Potential Duplicate Supplier ?	Email & Notification
Form Request Approved in Workflow ?	Email & Notification
Form Request Rejected in Workflow ?	Email & Notification
Form Request Completed in Workflow ?	Email & Notification

Before you Begin – Notification Settings

6. Click Override, and select Email and Notification from the drop-down list for each option, except for the 5th option.

Notification Preferences: Form Requests ?

Form Request Review Workflow

Form Request Pending Approval in Workflow ?	<input type="radio"/> Default	<input checked="" type="radio"/> Override	<input type="text" value="Email & Notification"/>
Form Request Workflow Notification Available ?	<input type="radio"/> Default	<input checked="" type="radio"/> Override	<input type="text" value="Email & Notification"/>
Form Request Workflow Error ?	<input type="radio"/> Default	<input checked="" type="radio"/> Override	<input type="text" value="Email & Notification"/>
Form Request Potential Duplicate Supplier ?	<input type="radio"/> Default	<input checked="" type="radio"/> Override	<input type="text" value="Email & Notification"/>
Form Request Approved in Workflow ?	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Form Request Rejected in Workflow ?	<input type="radio"/> Default	<input checked="" type="radio"/> Override	<input type="text" value="Email & Notification"/>
Form Request Completed in Workflow ?	<input type="radio"/> Default	<input checked="" type="radio"/> Override	<input type="text" value="Email & Notification"/>

7. Click **Save Changes** once done

Navigating the Form – Selecting the Form

If already logged-in, navigate to the Home Screen 
OR log back into HuskyBuy: <https://purchasing.ubs.uconn.edu/>

HUSKYBUY UCONN All Search (Alt+Q) 0.00 USD Logout

Shop Everything Go

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)

Welcome to the HuskyBuy Evolution!

[New Supplier Request](#)

Support
HuskyBuy Help Desk:
(860) 486-2BUY (2289)
huskybuysupport@uconn.edu

[Procurement Services ListServ](#)

Announcements
[Temporary Ship to Home Address](#)
[Liquid Helium Shortage](#)

Helpful Information
[Training Resources](#)
[FY21 Blanket Orders](#)
[Sole Source Justification updated 6-27-18](#)
[Sole Source Justification Video](#)

Non-Catalog Requisition Forms

- Goods & Services
- Blanket Order
- External Catering
- Disbursement Voucher
- Equipment Request
- Software & IT Service

Biological Agent
Clean Air Device
Radioactive
EHS Purchase Approval

Internal Request Forms

- PCard Gift Card Preapproval
- Shipping Address
- Purchase Preapproval Request

Research Suppliers

- Airgas Free Shipping
- BIO-RAD
- Fisher Scientific
- ThermoFisher Scientific formerly life
- QIAGEN
- SIGMA-ALDRICH

Click on the Purchase Preapproval Request Form icon.

Navigating the Form – Form Number

- Once in a form, each request has a unique number for tracking purposes (noting this may be useful later when checking the status of a request).

HUSKYBUY UCONN All ▾ Search (Alt+Q) 🔍 0.00 USD 🛒 ❤️ 🚩 1 👤 Logout

Shop ▶ Shopping ▶ [View Forms](#)

[← Back to Shopping Home](#)

Purchase Preapproval Req...

Form Number	2551177
Purpose	Generic Request
Status	Incomplete

Instructions [Request Actions ▾](#) [History](#) [?](#)

Utilize this form to request the purchase of Goods and/or Services. If you are not using your own research funds, please obtain department head/director approval prior to submitting.

Instructions

Questions ✓

Review and Submit

Form Approvals

Use the blue 'next' button to navigate through the sections.

[Next >](#)

Navigating the Form – On This Page/Help Details

- ‘On This Page’ is a table of contents of the sections/number of questions in each form. Clicking the [blue](#) links will jump you down to that section.

Purchase Preapproval Req... Questions - Questions

Form Number 2551177
Purpose Generic Request
Status Incomplete

Instructions

Questions ✓

Review and Submit

Form Approvals

On This Page

- [Department Information \(6\)](#)
- [Purchase Information \(9\)](#)
- [Supplier Information \(3\)](#)

▼ **Department Information**

Fill out these questions about your department.

Department Requesting *

Request Has Pre-Approval * ?

Has purchase been approved by authorized department head?

NO

Own research/department/program funds

Clicking on any question mark will provide additional details about that section.

Navigating the Form – Required Information

- All details marked with an asterisk * must be completed before you can navigate to the next section.

The screenshot shows a web form with several sections. The first section is 'Request Has Pre-Approval*' with radio buttons for 'Yes', 'No', and 'Own research/department/program funds'. The second section is 'Budget Source*' with a text input field containing '2611540'. The third section is 'Purchase Information' with a sub-section 'Need by Date*' containing an empty date input field with a calendar icon and the placeholder 'mm/dd/yyyy'. Below this is another 'Need by Date*' field with an empty input and the same placeholder. The final section is 'Individual Purchase or Project Purchase*' with an empty input field. Red error messages 'Required field cannot be empty' are displayed next to the empty date and purchase fields. At the bottom of the form, there are three buttons: '< Previous', 'Save Progress', and 'Next >'. A blue box highlights these buttons.

If you click 'next' without filling out required fields, an error message will appear at the top of the form displaying fields that need to be completed prior to proceeding.

Similar messages in red will appear next to each field that still needs to be completed.

- Once complete the first section, you can use the 'previous', 'save progress' or 'next' buttons on the bottom to navigate through the form/save for later.

Need Help?

Academic Units

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- Karen Strobel – Financial Assistant
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