

How do I submit a CESS approval request in UGAmart?

Entering a CESS Request in UGAmart

- 1) Log into [UGAmart](#) using your MyID and password
- 2) [UGAmart Home Page](#) - under the UGA Internal Stores & Forms section to the left, click **CESS Approval Form**.

Completing the CESS Form

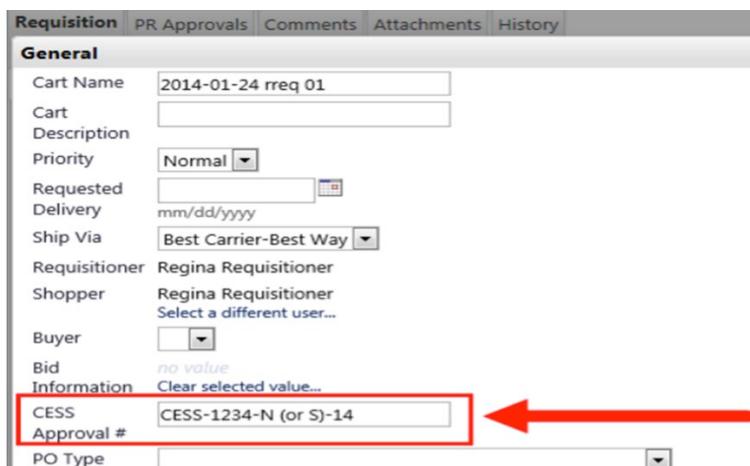
- 1) Fill in the “Individual Responsible for CESS Resource and Location” section, and select the appropriate “Approving Unit Coordinator Group”.
- 2) Fill out all sections of the CESS form, and provide as much detail as possible
- 3) If you answered “Yes” to any of the Security Questions, fill out and attach the [CESS Security Evaluation Form \(PDF\)](#).
 - o Fill out, save and close the [CESS Security Evaluation Form \(PDF\)](#)
 - o Go back to the CESS Approval Form, and attach the [CESS Security Evaluation Form \(PDF\)](#) (lower right corner)
- 4) Attach any project documents or quotes available
- 5) When all fields are completed and all documents have been attached, click the drop-down menu beside “Available Actions” at the top right of the CESS Approval Form, select **Add to New Cart** and click Go.

Finalizing the CESS Requisition for Submission and Approval

- 1) When the new requisition cart opens, enter a Cart Name and a Cart Description
- 2) Next, click Proceed to Final Review located near the top right
- 3) If the Requisition doesn’t auto-fill, enter the “Shipping” and “Billing” information
- 4) Click Edit in the Accounting Codes section, enter the Account Number and Detail Object code, and then click “Save”
- 5) At the top middle of the page within the yellow text box, click the blue Final Review link
- 6) At the top right of the page, click **Submit for Approval** (routes to the departmental unit CESS coordinator for approval) – *Do NOT click “Assign Cart”*.

Where do I enter the CESS number on my PR cart when purchasing items for a CESS project?

- The CESS Approval Number must be specified on **EVERY** purchase requisition against the CESS project (*example below*)



The screenshot shows the 'General' section of a requisition form. The 'CESS Approval #' field is highlighted with a red box, and a red arrow points to it from the right. The value entered in the field is 'CESS-1234-N (or S)-14'. Other fields include Cart Name (2014-01-24 rreq 01), Priority (Normal), Ship Via (Best Carrier-Best Way), and Requisitioner (Regina Requisitioner).

- If the CESS Approval Number is not cited on a purchase requisition covered under a CESS project, Procurement will return the cart to the requisitioner so they can add the CESS Approval Number and the cart can be routed for CESS Review.