



School of Natural Sciences Procurement Services Process

Requestor submits order request using the
CatBuy-Workflow Ordering System

SNS Procurement—snsorders@ucmerced.edu

Diego Molina—dmolina@ucmerced.edu

Christina Clayton—cclayton3@ucmerced.edu

Martin Reyes—mreyes54@ucmerced.edu

Procurement Specialist reviews request and obtains
any necessary approvals

EH&S
Approval

Faculty
Approval

Internal
Funding
Approval

C & G
Approval

Internal funding: Vanessa Sanchez
vsanchez7@ucmerced.edu

Procurement Specialist creates
purchase order

Contract & Grants—Snsgrants@ucmerced.edu

Rosie Ricketts—gricketts@ucmerced.edu

Michelle Dutra—mdutra3@ucmerced.edu

Joyce Yowell—jyowell2@ucmerced.edu

Lorena Magana—lmagana-aguilar@ucmerced.edu

Procurement
Specialist submit purchase
order to vendor

After order is submitted,
requestor receives a
email confirmation "PAN
summary" from the
Catbuy Workflow
Ordering system

Items are received and delivered by UC
Merced Shipping and Receiving Dept.
Receiving@ucmerced.edu

Vendor sends order confirmation
directly to requestor or Procurement
Specialist

Common orders:

- All lab supplies
- All office supplies
- All equipment orders
- All publications requests
- Off-site repairs
- FedEx labels
- Praxair orders*
- Computers & related supplies

*Praxair orders are processed within one business day

Average turnaround time to closed Catbuy Workflow request: 3 business days