

Department of Chemistry Specific iProcurement Information

When raising requisitions in iProcurement there are some points that you must follow, which are specifically for the Department of Chemistry.

Because they are specifically for Chemistry, the points below are not covered on the on-line course or made reference to in the manual and reference guides.

- In Preferences, iProcurement Preferences ensure that you amend the Deliver-To field to MA2.
- If you are based at the BP Institute please amend the Deliver-to field to MA3
- Do not receipt or return as dealt with by Stores. For services or products that you have been sent direct e.g. catering, eTickets, taxis, software, sequencing reports, maintenance/repair engineer visits etc please email stores@ch.cam.ac.uk advising that the relevant PO is received.
- Ensure that you forward your requisition on for approval if it falls outside of the buying limit you have been advised of within your group.