

CIMR Specific iProcurement Information

When raising requisitions in iProcurement there are some points that you must follow, which are specifically for staff in CIMR.

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

- On the Checkout: Requisition Information screen amend the tax code from SR20% to ME0.0%. The buyers will check the tax code and amend if necessary.
- On the Checkout: Requisition Information screen, the Requisition Description is your surname and room number
- Do not tick the Track as Asset box as you will use the current method.
- On the Checkout: Review Approver List, ensure that any delivery charges go in the Note to Buyer field. If there is more than one supplier in your shopping cart you must input the name of the supplier and the delivery charge.
- Do not receipt or return as dealt with by stores.