

Material Science and Metallurgy: important information

Useful contact No's

iProcurement Help Desk	Tel: 65101 UFS_PO@admin.cam.ac.uk
Accounts Team	Tel: 34349 rebecca or Claire accounts@msm.cam.ac.uk
Buyer	Tel: 34348 James jcg25@cam.ac.uk
Store Technician	Tel: 31757 Lori lr273@cam.ac.uk

Useful web links

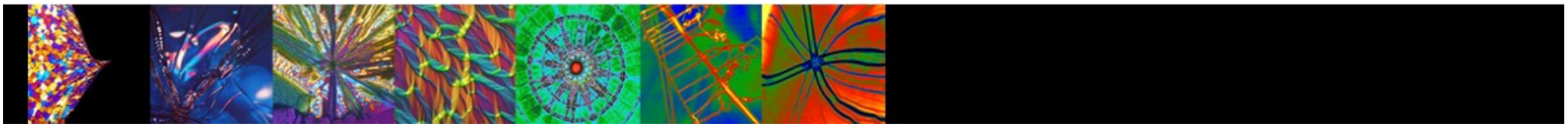
Financial Regulations	http://www.admin.cam.ac.uk/offices/finance/regulations/finregs/purchasing.html
Financial Procedures	http://www.admin.cam.ac.uk/offices/finance/procedures/
Procurement Services	http://www.admin.cam.ac.uk/offices/purchasing/
Training Material	http://ufs.admin.cam.ac.uk/reference/
CUFS LIVE	https://ufslive.admin.cam.ac.uk/OA_HTML/AppsLocalLogin.jsp

Total Value (before VAT)	Procedure for inviting offers		
	Framework Contracts	Marketplace	Other purchases
<£1,000	Follow procedures recommended by Procurement Services for the contract.	Only the price from the Marketplace is required.	Written price confirmation.
£1,000 - £25,000			Three Written Quotes.
>£25,000 - £50,000		Three Written Quotes or three Written Proposals, depending on complexity, risk and value of the purchase (see the guidance in Procurement Procedures).	
>£50,000	Three Tender Submissions.		
>£100,000	Procurement Services must be consulted/involved and agree the most appropriate procurement method.		
EU Thresholds (updated biennially) as at January 2012 >£173,934 (goods and services) >£4,348,350 (works)	EU Tenders managed through Procurement Services.		

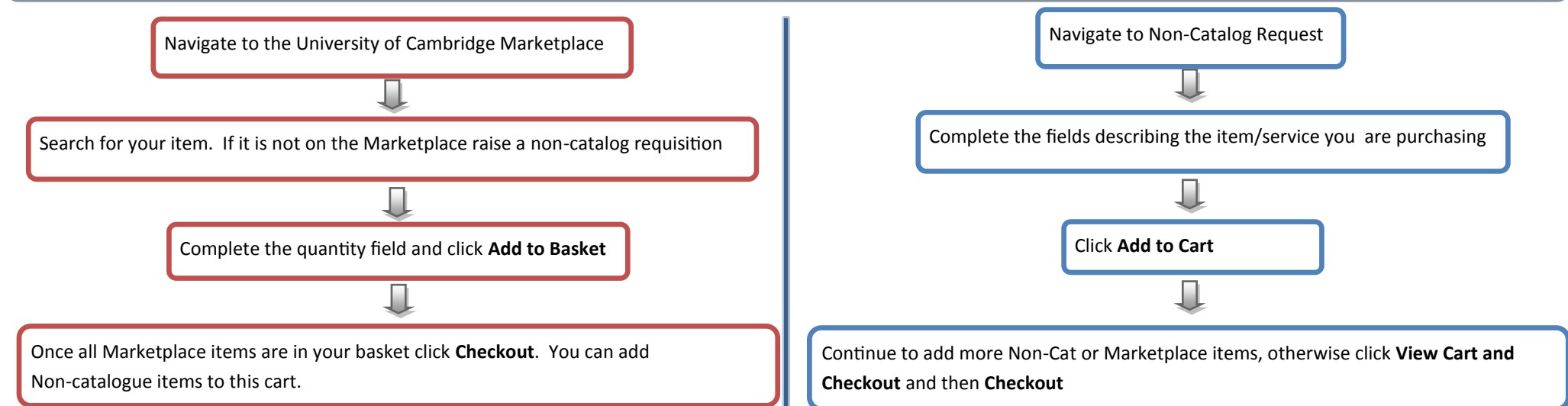
EU Threshold update February 2014: Higher value thresholds for good and services is now £172,514 and for works it is £4322,12.

The University Financial Regulations state that:

- ◆ Orders must be raised for all items over £100 in value
- ◆ Depending on your item value you must follow the relevant procedure for inviting offers (as above)
- ◆ If you are unable to invite offers, there is a dispensation procedure to follow. Please refer to guidance on the Procurement web page. <http://www.admin.cam.ac.uk/cam-only/offices/purchasing/forms/#dispensation>



Material Science and Metallurgy: iProcurement Process



On the **Shopping Cart** page screen print and email it to the approver of the Grant you are coding the expenditure too requesting approval. **Save** your cart and once email has been received it scan it and attach it (refer to **Edit Lines** instructions below). It is recommended not to save a cart for more than 24 hours if it has marketplace items due to price updates.

The **Checkout Requisition Information** screen displays. The information on this screen relates to all items in your basket. **Only** the description requires amending on this screen as you should have set the default code and need-by date in personal profiles and preferences. The code **U.LJ.LJBC.EFYV.????0000** should populate in the Charge Account field. If it doesn't, close out of the checkout screen and navigate to Personal Profiles to set it up. You will not lose the items in your basket.

Click **Edit Lines, Attachments** tab to add any relevant documents/notes e.g. quotes, dispensation forms. Once all information is entered, click **Return**.

Click **Next** to forward your requisition for approval.

The approval screen displays, click **Add Approver** and enter '**Goodchild**' and tab. James is the approver and buyer for your dept.

In the **note field**, please make reference to your grant number/s in the Note to Approver box.

Finally click **Submit**. Once approved, the Marketplace order will transmit direct, or if it was a Non-Catalog this will be printed on the approvers printer and it will be faxed to the supplier.

All goods/services will be receipted on CUFS by the stores technician and you will receive an email advising you that your items have been receipted and ready for collection. Please