Material Science and Metallurgy: important information

Useful contact No's

iProcurement Help Desk
Tel: 65101  
UFS_PO@admin.cam.ac.uk

Accounts Team
Rebecca or Claire  
Tel: 34349  
accounts@ msm.cam.ac.uk

Buyer
James  
Tel: 34348  
jcg25@cam.ac.uk

Store Technician
Lori  
Tel: 31757  
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) | Framework Contracts | Procedure for inviting offers | Other purchases
---|---|---|---
<£1,000 | Follow procedures recommended by Procurement Services for the contract. | Marketplace: 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). Three Tender Submissions.
>£50,000 | Procurement Services must be consulted/involved and agree the most appropriate procurement method. | | EU Tenders managed through Procurement Services.

EU Thresholds (updated biennially) as at January 2012:
- >£173,934 (goods and services)
- >£4,348,350 (works)

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
Navigate to the University of Cambridge Marketplace

Search for your item. If it is not on the Marketplace raise a non-catalog requisition

Complete the quantity field and click Add to Basket

Once all Marketplace items are in your basket click Checkout. You can add Non-catalogue items to this cart.

Navigate to Non-Catalog Request

Complete the fields describing the item/service you are purchasing

Click Add to Cart

Continue to add more Non-Cat or Marketplace items, otherwise click View Cart and Checkout and then Checkout

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.LJC.ERV.??????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