Introduction to iProcurement

What is iProcurement?

It is on-line purchasing accessed via Cambridge University Finance System (CUFS).

The iProcurement Module

This module enables you to raise requisitions via:

- **Marketplace**: Users can search for an item across a variety of suppliers. Once approved and created into a purchase order it will be transmitted direct to the supplier.

- **Non-Catalog**: If a supplier is not on the Marketplace you can still raise a requisition as iProcurement links to our existing supplier database. Once approved and created into a purchase order it will be printed and faxed through to the supplier.

Responsibilities and Approval Limit

A lot of what you can do depends on your responsibility and buying limit.

- **U.F.S XX iProcurement Buyer**: Enables you to create a requisition, approve and create it into a Purchase Order depending on your approval limit. You can also create other colleagues requisitions into orders as well as receipt, return and query orders.

- **Approval Limits**: For buyers these are £0, £100, £250, £500, £2500, £5000, £10000, £50000 and no limit. Your limit will be decided by your key contact. The system will automatically approve your requisition if it falls within your approval limit (this is the total cost including VAT). If it is outside of your limit you will have to forward it onto a colleague with the correct approval limit.

Help required on iProcurement?

Please contact the iProcurement help desk:

- **01223 (7)65101**
- **UFS_PO@admin.cam.ac.uk**