Introduction to iProcurement

What is iProcurement?

It is on-line purchasing accessed via Cambridge University Finance System or (C)UFS.

The iProcurement module

This module enables you to raise requisitions (requests for items) via:

⌨ **Marketplace:** Users can search for an item across a variety of suppliers. Once the requisition is 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.

TIP … If you are looking for a particular supplier and find they are not listed, try the Online Supplier Search and Request Database (ufs.admin.cam.ac.uk/ssr) – and search by *commodity description* or *keyword* to find alternative supplier(s) for the same goods or services. *All UFS users are automatically granted search access to the database (via Raven login).*

Responsibilities and approval limits

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

U.F.S XX iProcurement Buyer: in this responsibility the 'XX' represents your 2 digit UFS department code. This enables you to create a requisition and turn 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. A Buyer £0 can *produce* purchase orders but they would Incomplete i.e. not approved and will need to be dealt with by a Buyer with an appropriate limit.

Help required on iProcurement?

Please contact the iProcurement help desk:

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