



Logging into iProcurement

The link below will take you to the CUFS home page. <http://ufs.admin.cam.ac.uk/>

From here you can access:

- the LIVE system once you have a username and password which must be requested by your Key Contact.
- the PLAY system can only be granted by finance training.
- reference documents.
- phone numbers for assistance.
- training manuals.

Once you have logged into CUFS, the E-Business Suite home page will display, and if you click on the relevant responsibility, a screen similar to below will display. You may have more than 1 module responsibility in CUFS in which your case your screen will look different.

The screenshot displays the Oracle Applications Home Page for the University of Cambridge E-Business Suite. The page is titled "UNIVERSITY OF CAMBRIDGE E-Business Suite" and shows the user is logged in as "RAD53". The main content area is divided into a "Navigator" section on the left and a "Favorites" section on the right. The "Navigator" section contains a "Personalize" button and a list of responsibilities: "U.F.S XX iProcurement Buyer" (selected), "U.F.S LB iProcurement Buyer" (with sub-links for "iProcurement Home Page" and "Personal Profiles"), and "Buyers Work Centre" (with sub-links for "Requisitions", "Orders", "Suppliers", and "Requests"). The "Favorites" section contains a "Personalize" button and a message: "You have not selected any favorites. Please use the 'Personalize' button to set up your favorites." The footer of the page includes "Privacy Statement", "Logout Preferences Help", and "Copyright (c) 2008, Oracle. All rights reserved."