Getting started in iProcurement for Requisitioners
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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 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 buying limit

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

- **U.F.S XX iProcurement Requisitioner**: This enables you to create a requisition and approve it if within limit. Your requisition will then be turned into a Purchase Order and dealt with by a Buyer in your department through the Autocreate process.

- **Approval limits**: for requisitioners these are £0, £100, £250, £500, £2500, £5000, £10000, £50000 and no limit (i.e. unlimited). 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 a suitable approval limit.

Help required on iProcurement?

Please contact the iProcurement help desk:

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

The flowchart below guides you through purchasing goods and services via iProcurement to assist you in completing the relevant fields.

Click on University of Cambridge Marketplace

Search for your item whether by description, product No, manufacturers No, chemical No. Is the item on the Marketplace?

Click on Non-Catalog Request

Describe the item you wish to purchase
- Select item type
- Enter item description
- Category code
- Enter quantity
- Enter/select UOM
- Enter Unit price per UOM
- Select Currency

Complete suppliers name and site will default in Enter supplier item number if known

Select Add to Cart.
Repeat process if you wish to add more Non-Catalog items to the same cart

Once all items are in your cart click on View Cart and Checkout and click on Checkout

To make the following changes click on Edit Lines
- Split between codes
- Add attachments
- Track items as assets

Once changes have been made click Return to go back to the Checkout: Requisition Information screen

Yes, click Submit. If you are a buyer the system will generate the Purchase Orders. If it is Marketplace, the order transmits directly, if Non-Catalog, the order will print and needs to be faxed. If you are a requisitioner, a buyer in your department will create the purchase orders.

Is Requisition within your limit?

Yes
- Add one or more approvers
- Add Note to Buyer if applicable
- Add Attachments if applicable
- Print off the page if applicable
- Review requisition
- Click Submit
- The approver will receive the requisition and action it accordingly.
- Once approved, it will create into purchase order(s) and be sent to the supplier.

No, click Next and complete the following fields:
- Split between codes
- Add attachments
- Track items as assets
- Add Note to Buyer if applicable
- Add Attachments if applicable
- Print off the page if applicable
- Review requisition
- Click Submit
- The approver will receive the requisition and action it accordingly.
- Once approved, it will create into purchase order(s) and be sent to the supplier.
Getting started in iProcurement for Requisitioners

**Logging into iProcurement**

The link below will take you to the UFS 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 UFS, the E-Business Suite/Oracle home page will display, and if you click on the relevant responsibility, a screen similar to below will display. You may have more than one module responsibility in UFS in which your case your screen will look slightly different.

Two tasks will appear:

- **iProcurement Home Page** will take you through to the iProcurement homepage where you can order your goods and services.
- **Personal Profiles** is where you can add and amend default settings and your contact details.
Once you have selected the relevant iProcurement responsibility, click on **iProcurement home page** and the iProcurement shop screen will display.

### iProcurement shop page

<table>
<thead>
<tr>
<th><strong>LINK</strong></th>
<th><strong>DESCRIPTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>This takes you to the E-Business Suite home page</td>
</tr>
<tr>
<td>Logout</td>
<td>Logs you out of UFS</td>
</tr>
<tr>
<td>Preferences</td>
<td>Set up default information specific to you</td>
</tr>
<tr>
<td>Shop tab</td>
<td>Always displays the main iProcurement home page</td>
</tr>
<tr>
<td>Requisitions tab</td>
<td>This enables you to view your requisitions, receipts, invoices and payments.</td>
</tr>
<tr>
<td>Receiving tab</td>
<td>Receipt, Correct Receipts and return on UFS. Not all users will have access to this tab, depending on the department.</td>
</tr>
<tr>
<td>Shopping lists</td>
<td>Add favourite non-catalog items to your list to save time searching for them.</td>
</tr>
<tr>
<td>Non-catalog request</td>
<td>This is where you go to order items from suppliers that are not on the Marketplace</td>
</tr>
<tr>
<td>University of Cambridge</td>
<td>This is the link to the Marketplace for ordering</td>
</tr>
<tr>
<td>Marketplace</td>
<td></td>
</tr>
<tr>
<td>Suppliers link</td>
<td>This will display a list of Marketplace suppliers as well as access to the University Supplier database.</td>
</tr>
<tr>
<td>My requisitions</td>
<td>Lists the last five requisitions you have created, description amount and status. You also have links through to copy, change and receive. Click on More to view more than five. To look at one in more detail click on the relevant requisition number.</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>My notifications</td>
<td>Will display requisitions where the approver requires more information and a summary of the requisition you have raised and what’s been rejected. Click on View Full List for all requisitions or the Requisitions tab. Can also set up here out of office rules in iProc.</td>
</tr>
<tr>
<td>Shopping cart</td>
<td>This displays what items are currently in your shopping cart awaiting checkout</td>
</tr>
<tr>
<td>Purchasing news</td>
<td>This provides links to Financial Regulations, purchasing policies, and acts as a notice board for displaying purchasing news</td>
</tr>
</tbody>
</table>
University of Cambridge Marketplace

The University of Cambridge Marketplace enables you to:

- Search the suppliers listed on the Marketplace
- Add items to your basket
- Compare products and prices
- The system will indicate with a ⭐ Preferred as to whether the item is a preferred item from a preferred supplier
- View detailed product information
- Check availability of stock for some suppliers
- Create saved baskets and favourites (see page 58 Appendix D: Marketplace favourites and saved baskets)

You must always search for your item in the Marketplace first. If your supplier and/or item is not on the Marketplace you can raise a requisition using Non-Catalog Requests (refer to page 25 Non-catalog items).

Navigating the Marketplace home page

1. From the iProcurement Shop page click on the University of Cambridge Marketplace link (or picture of the bridge). The following screen will display.
### Getting started in iProcurement for Requisitioners

<table>
<thead>
<tr>
<th>LINK</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketplace home</td>
<td>At any time, click on the University logo to return to the main marketplace homepage.</td>
</tr>
<tr>
<td>Help</td>
<td>If you require help when navigating the Marketplace, click on this icon which is always displayed within the banner at the top of your screen.</td>
</tr>
<tr>
<td>My Account</td>
<td>This provides links to your orders, where you can search for previous marketplace requisitions, see your account settings and Logout.</td>
</tr>
<tr>
<td>Logout (within My Account)</td>
<td>Exits the Marketplace and displays the iProcurement shopping cart page. Use this if you need to leave the Marketplace but have nothing in your basket to check out.</td>
</tr>
<tr>
<td>View Basket</td>
<td>Shows items in your basket awaiting check out.</td>
</tr>
<tr>
<td>Search</td>
<td>Enables you to search for an item in a variety of ways e.g. description, product No., manufacturer's No.</td>
</tr>
<tr>
<td>Browse by Category</td>
<td>Enables you to search for an item via Product Category Index e.g. P for pens.</td>
</tr>
<tr>
<td>Browse by Supplier</td>
<td>Lists all the suppliers on the marketplace</td>
</tr>
<tr>
<td>Saved Baskets</td>
<td>Lists the baskets you have created and enables you to set permissions for other colleagues. (see page Error! Bookmark not defined. Error! Reference source not found.)</td>
</tr>
<tr>
<td>Favourite Products</td>
<td>Lists your favourite Marketplace items (see page Error! Bookmark not defined. Error! Reference source not found.)</td>
</tr>
<tr>
<td>Recent Purchases</td>
<td>See most recent items bought through the Marketplace.</td>
</tr>
<tr>
<td>Marketplace News</td>
<td>A notice board with updates and special offers with the suppliers on the Marketplace.</td>
</tr>
<tr>
<td>Dell, Academia (Apple and Adobe) Xma Apple, and Insight Direct Punch-outs</td>
<td>These links take you straight to the University's computer based sites for custom built computer equipment</td>
</tr>
<tr>
<td>Heffers (Blackwell's)</td>
<td>This link takes you straight to the University Heffers (Blackwell's) website</td>
</tr>
<tr>
<td>Order Oligo</td>
<td>This link takes you through to the Oligo request screen.</td>
</tr>
<tr>
<td>Manage Orders</td>
<td>Once your requisition has been approved orders relating to the marketplace can be viewed under Recent Orders. The status field will indicate the progress made with the order by the marketplace supplier as well as the actual purchase order number.</td>
</tr>
</tbody>
</table>
Finding products on the Marketplace

BEFORE YOU START – circumstances when you need to raise separate requisitions to the same supplier.

1. Marketplace suppliers' systems are unable to cope with the direct transmitting of Marketplace orders where there is more than one type of VAT e.g. paper at SR20% and a book at NO-UK VAT to the same supplier. Please ensure Marketplace orders to the same supplier do not have mixed VAT items. A separate requisition must be raised.

2. If you are ordering several items from the same Marketplace supplier you can only enter one delivery location code, you cannot have multiple delivery addresses. A separate requisition will need to be raised.

1. Enter your **search criteria** and click on the Search button.

2. A screen similar to the next one will display with the items matching your search criteria. Highlighted words are matched to your search criteria.

Depending on the number of items you may have to click on **Next** to view the other suppliers, or amend the **Number of Results per Page**.
Getting started in iProcurement for Requisitioners

Information can be found on page 12 for Marketplace delivery charges.

**Viewing detailed product information**

To view detailed information for the item, click on the **product description**. You can then **view available quantity** if provided and there are tabs that provide you with more information. From here you can also add the item to your favourite list or add it to a saved basket (refer to Appendix D: Marketplace favourites and saved baskets).

If you do not wish to filter or compare your search results proceed to page 11 Adding Items to your basket.

**Please Note:**

Any pricing information should not be disclosed to anyone outside of the University’s employment, to do so would constitute a breach of the University’s confidentiality agreement with the supplier and could potentially lead to further legal action being taken against the University and/or the individual. Any requests for information on this agreement from outside of the University should be immediately referred to Procurement Services.

**Filtering your search**

Once the list of items is displayed the **Filter** options can be used to tailor your search results further, by description, price, category, supplier and/or pack size.

Click to expand the list and check the categories you require. The screen will then display those items that match your search criteria.

The first few most populated categories are shown. You can type in the search box to locate a Category, or click on **show all...** to view the full list.

**Compare products**

Following a search, you can compare the details of up to four items from the search results. Check the compare box for the relevant items and they will be listed at the top of the search results as they are selected. Click on the compare button to display the product details.
Click on the **Compare** button to display the product details. The items you are comparing are displayed.
You can input quantity required, add an item to your shopping basket, view delivery charges for that supplier and see available stock (if provided by supplier).

**Adding Items to your basket**

1. Once you have found the items you wish to buy, enter the amount in the **Quantity** field. The price will change to reflect the total cost of your desired quantity (with the original price showing below it).

2. Click on **add to basket**. You can also do this directly from the compare screen.

3. A running total of the number and value of items in your shopping basket is displayed in the header bar, click on **view basket** to view the contents.
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From your shopping basket you can:

- Continue shopping
- Checkout your requisition and then add Non-Catalogue items to your cart
- Checkout your requisition and approve/forward for approval
- Amend the quantity
- Empty the basket
- Delete selected items
- Add the contents of the basket to a saved basket (see page 58 Saved baskets)

Please be aware that the Marketplace timeout is 30 minutes of inactivity.

Marketplace delivery charges

It is important that the cost for a delivery charge is taken into account at the Requisitioning stage, especially if it relates to a project as funds are checked at this stage of the purchase.

1. Once you have found your item on the Marketplace, click on ‘Delivery Charge may apply. Click for details’ to view applicable the delivery charge.

   Do not add the delivery charge at this point as you may have other items to purchase from the same supplier that will impact the delivery cost. In addition if you do, the delivery charge is added to your basket, the basket screen displays with delivery charge but no item so you have to search for the item again to add that to basket
2. **Add**... the item to your shopping basket.

3. Click on **View Basket**.

4. Once all the item/s are in your basket, click on ‘**Delivery Charge may apply. Click for details**’.

5. Click **Add to Basket** for the relevant charge.

6. The item and delivery charge are now in your basket ready to check out.

If a delivery charge is applicable and it hasn’t been added when you click **Checkout** from the Marketplace, the system will prompt you to either ‘**Add to basket**’ the relevant delivery charge or select ‘**No thanks**’.
Checking out

Please ensure you are familiar with the University’s Chart of Accounts and/or the Project structure before attempting to checkout. Refer to Appendix A: Chart of Accounts for more information.

Depending on your approval limit you will have one of the following checkout options:

Within limit: The requisition will approve and then sit in the departmental pool of approved requisitions until it is converted to an order by an iProcurement Buyer.

Outside limit: You will have to forward it to a colleague for approval. Once approved it will sit in the departmental pool of approved requisitions until it is converted to an order by an iProcurement Buyer.

Once the order is created and approved, if the order is to a Marketplace supplier it will transmit directly, while Non-Catalog orders will be emailed or printed and faxed/posted.

Regardless of which checkout method, you must ensure that the correct account code and tax codes are used. In addition to this you can also specify different Need-By dates, location codes, split cost of an item over a variety of codes, add notes to Non-Cat suppliers and add attachments.

Basic checkout

1. From the shopping cart screen click on Checkout to display the Checkout: Requisition Information screen.

![Checkout screen with items in the shopping cart]
Getting started in iProcurement for Requisitioners

1. Amend the Requisition Description if need-be. This is purely for your information. DO NOT change the Bill to location – if this is missing please contact the helpdesk.

Delivery

2. Need-by date will default in with today’s date plus seven days, unless you have set an alternative in iProcurement Preferences (see page 29 iProcurement preferences) You can change this date by clicking on the calendar icon.

3. Requester will default in with the name of the person raising the requisition. If you are raising on behalf of a colleague you may be able to search and enter their name (but only if they are a UFS user).

4. Deliver-to location will usually default in with your department code unless you have overridden this in iProcurement Preferences (see page 29). If this needs to be changed then enter your department code and press tab. Quick Select the relevant code.

Billing

5. Information will vary here depending on any default values you have setup in iProcurement preferences (see page 29) or Personal profiles (see page 31).

   a. Coding to projects

      i. If you have specified a favourite project in iProcurement Preferences then the information will default in the Project, Task, Award, Expenditure Type, Expenditure Organization fields.

      ii. If you haven’t set up a favourite project, complete the fields either manually entering the information or using the magnifying glass icons to search for available values. (Refer to page 50 to understand the project structure and page 23 for example of entering a code).

      iii. Complete Expenditure Item Date.

   b. Coding to a department account (charge account field)
The world Multiple displays if you have more than 1 item in your shopping cart. To view the code click on the word Multiple (or the charge account that is listed).

i. If you have set up a default cost centre or source of funds in Personal Profiles then these values will be used in the system-generated charge account(s), otherwise the department default values will have been used.

ii. More often than not this will require amending. Refer to page 50 to understand the coding structure. Information to enter will vary between departments.

You can split the cost of an item/service over more than one code. Refer to Appendix C: Splitting over codes.

6. Tax classification code

The value here relates to all the items in your cart. This will usually default in with SR20.0%. If tax code varies for the items in your cart, refer to Edit Lines on page 18. Refer to Appendix B: Tax classification codes for guidance on tax codes.

7. Once you have completed this screen, the following table will guide you through the next step.

<table>
<thead>
<tr>
<th>If data is correct for all items in your cart as they:</th>
<th>If data differs for the items in your cart e.g. items are of different tax codes or going to different account codes or need to add attachments or track an item as an asset:</th>
</tr>
</thead>
<tbody>
<tr>
<td>* are being delivered to the same location</td>
<td>* if within your limit you can Submit (refer to step 8)</td>
</tr>
<tr>
<td>* have the same account code</td>
<td>* if outside your limit forward for approval (refer to step 9)</td>
</tr>
<tr>
<td>* have the same tax code</td>
<td>* Follow steps on Edit Lines (page 18).</td>
</tr>
<tr>
<td>* have no attachments</td>
<td></td>
</tr>
</tbody>
</table>

Submitting requisition: within your approval limit

8. Once you have clicked on Submit, the requisition will approve and then sit in the departmental pool of approved requisitions until it is converted to an order by an iProcurement Buyer. Once the order has been created you will receive emails advising you of the relevant purchase order numbers.

Forwarding your requisition: outside approval limit

9.1 Click Next to display the Checkout: Approvals and Notes.
9.2 Click **Manage Approvals** and type in the surname of the colleague you wish to send it to in the Approver field, tab and name will default in unless there is more than 1 individual with that name, in which case **Quick Select** the relevant name.

9.3 **Submit**

9.4 If you want to add more than 1 approver, click on **Manage Approvals** again and repeat step 9.2. You can **Add to Location** if you wish to change the order of approvers.

9.5 You can add a **Note To Buyer** and **Add Attachment** (refer to page 20) for the entire cart.

9.6 To review the requisition before you submit, click **Next** to display the Checkout: Review and Submit requisition screen. To view line information click on **Show**.

9.7 Click **Submit**. The requisition will now be sent to the relevant people in the order you stipulated for approval, they will receive an e-mail notification and it will display in their My Notification screen.
Advanced checkout options – Edit lines

Edit Lines allows you to vary the checkout information on a line-by-line basis.

Edit Lines is accessed by clicking on the **Edit Lines** button from the Checkout: Requisition Information screen. The most common amendments are:

- the Tax code as it varies for the items in the cart
- the account codes as it varies for the items in the cart
- splitting costs over more than one code
- adding attachments to a line only
- tracking an item as a fixed asset (item of £5,000 or more remaining within the University for a minimum of one year)

**Delivery tab**

You can amend the:

- **Need-By Date**: select a different date from the calendar icon.
- **Requester**: This will default in with your name but you can amend to a colleagues name if they are on UFS.
- **Deliver-to location**: remember you can’t mix Deliver-to locations on a single order to a Marketplace supplier

**Billing tab**

This is where you can amend/input a project code and tax code per item line. If the project fields are left blank, then the expense will be coded to departmental accounts.
Coding an item to a project or amending to a different project code

Use either the magnifying glass to search for information or manually enter it in.

- **Project**: Enter your department code and tab and **Quick select** the correct project code.
- **Task**: Click on the **magnifying glass**, click **Go**, click **Quick select** for the relevant task number.
- **Award**: Enter **RG** or **G** depending on your code and press **tab**, if there is one award it will default in, otherwise click **Quick select** for the relevant award number.
- **Expenditure type**: Partially type in a keyword e.g. Other% and press **tab** or click on the **magnifying glass**, click **Go**, click **Quick select** for the relevant expenditure type.
- **Expenditure organization**: Enter your department code and press **tab**, the organisation will default in or **Quick select** if there is a pick list.
- **Expenditure item date**: Use the calendar to select today's date.

Amending tax classification code

- Delete the incorrect tax code, click on the magnifying glass and click **Go**.
- **Quick select** the relevant tax code.
Accounts tab

The screen shot below is an example of item line 1 being coded to a project (source of funds starts with an M) and line number 2 being coded to departmental funds.

The department code that defaults in will vary for individuals. If a cost centre or source of funds was set up in Personal Profiles then these will appear in the charge accounts in-place of the departmental default values.

![Image of Accounts tab in iProcurement]

To amend the GL code:

- Click on the existing charge account code string (ensuring you are not selecting the one with a source of funds starting with M).
- Either manually overtype the cost centre and/or source of funds or click on the Magnifying Glass icon at the end of that field and search for the correct information. **Do not amend the E transaction code that the system has generated.**

Track the item as an asset:
If an item you are buying is £5,000 or more and will remain within the University for at least one year, then it will need to be tracked as an asset. Click on the **Split** icon for the relevant line and enter Y in the **Track As Asset** field.

Attachments tab

You can add an attachment to the entire cart or to an individual item line. Many departments use them to attach details of quotes or dispensations that they have obtained prior to raising the requisition.

Attachments to suppliers (i.e. Category: To Supplier) can only be used for non-catalog orders. Supplier attachments for Marketplace orders will not be transmitted with the order.
To add an attachment to the entire cart click on **Add Attachments** or if you want to attach to an individual item click on the icon. Either way the following screen will display.

- Description summarises what the attachment relates to.
- Category, amend accordingly as to who the attachment is for.
- Attach either a file, URL or simply complete the text box. For attachments to non-catalog suppliers, avoid File and URL attachments.
- You can add more than one attachment. Once completed click **Apply**
  - If attached at item line, a paperclip icon will display in the attachments column and an un-editable line in the cart attachments.
  - If attached at cart level an editable line will display.
Once changes have been made either Submit if within your approval limit or follow steps on forwarding for approval on page 16.

What happens...

...to my requisition once it is approved by a colleague?

Once they have approved your requisition you will receive an e-mail advising you that the requisition has been approved. The approved requisition will fall into the requisition pool for the department awaiting creation into a purchase order by a buyer. You will receive a further e-mail once the requisition has been created into a purchase order.

If it was a Marketplace supplier the purchase order will transmit electronically to the supplier, if it is a Non-Catalog requisition it will be printed and faxed by the buyer.

The approver may reject the requisition or request more information before they approve it.

...if the approver is away?

The approver has the option of setting up a rule which automatically forwards a requisition/order to another colleague for approval. If you send an order to a colleague who is away their rule will automatically forward your order to the person they have reassigned their work to. If after 3 days the requisition/order is not approved an e-mail will automatically be sent to the originator advising it has not yet been approved. If another 2 days pass and the requisition/order is still not approved a further e-mail will be sent to the originator advising of this. If a further 2 days pass a final reminder will be sent to the approver. After seven days the requisition/order will go back to the preparer and appear in their Saved Cart to be re-submitted.

Please note that foreign currency requisitions must be approved the same day due to changes in exchange rates. If the requisition has been sent to someone and you do not receive an e-mail notification advising that it has been approved you must follow the instructions on page 36.
...if I need to redirect a requisition to another approver
If a requisition needs to be withdrawn from the approval process to either have some changes made or to be sent to another approver, then follow instructions on page 38.

...if I need to amend my requisition
Follow steps on page 36: the status of the requisition is crucial in whether you can amend or not.

...if I want to find out what my purchase order number is?
To view the number once the requisition is created into a purchase order you can either go to My Requisitions or Requisitions Tab. If there is no Purchase Order number, your requisition is still awaiting creation into a Purchase Order.

Funds check failures for requisitions charged to projects

Almost all projects will have an absolute budgetary limit that cannot be exceeded, however this limit may also be explicitly divided across tasks and expenditure item types.

iProcurement checks all requisitions with project information against the project budgets to ensure you do not exceed any of the explicit budgets defined on the project. However, this occurs after you have submitted the requisition and seen the confirmation screen.

At this point, if any of the budgets for your specified projects have been exceeded then your requisition will receive a status of Pre-approved and iProcurement will issue you with two emails, with the following subject lines:

   • Unable to reserve Purchase Requisition...
   • Failed to reserve funds for Purchase Requisition...

These warning (which will also appear in the My Notifications section of the iProcurement Home page) both contain the same message, which will include a line indicating why the funds check has failed.

Eg. “Line #1 Distribution #1 GMS: Budgetary control fails at the Task level”, indicates that the task selected for line 1 of the requisition does not have sufficient budget to pay for the requisition.
Note: the buttons and controls shown beneath these messages should not be used.

Your local Grants Administrator or local accounts team should be able to review the grant you are trying to use and advise you on why the funds check failure is occurring and what changes you need to make to the accounting information in order to check out the order successfully.

You can then amend the requisition as normal (refer to page 37) and complete checkout again.
Non-catalog items

You can raise a non-catalog item lines to an internal department, to a supplier that is not available through the Marketplace or to a supplier that is on the Marketplace but from whom you wish to order a bespoke product.

You will also need to follow this process to include delivery charges for Non-Catalog suppliers.

1. Click Non-catalog request to display the template.

![](image)

Remember! Anything with a * is a mandatory field. When searching use the wildcard % at the start and end to assist with your search.

2. Item type defaults in as Goods billed by quantity. Amend to services if required using the drop down list. Goods or services billed by amount is ONLY for Call-off orders (See page 35).
2. Enter the **item description** (this will appear on the purchase order). Ensure detailed information is given here.

3. Click on the magnifying glass to search for the **Category code by description**. Enter part or all of the **description** and click on **Go**. Select the relevant code for the item. If you wish to manually type it in, it must be in upper case.

4. Enter a **quantity**. Sometimes the word ‘Loading’ displays even though there is **nothing to load!** Ignore it by clicking into the relevant field again and it should disappear.

5. EA will default in as the **Unit of Measure** (UOM). Use the magnifying glass to complete the UOM field if required.

6. Enter the **unit price** excluding VAT (sterling, foreign or discounted value). If it is a foreign currency the system will convert it using the exchange rate loaded.

7. Currency will default in as GBP. If it’s a foreign currency requisition click on the drop down list and select the correct currency. **Care!** Foreign Currency requisitions must be approved the same day.

8. Enter the **suppliers name** and **tab** or use the magnifying glass to find the name and site of the supplier. If there is more than one site, you will have a list to choose from. **DO NOT select ZMARKETPLACE supplier sites.**
If it is an internal department the site address will pull through as ‘MAIN’.

9. Input a **Part number** or product reference number if you have one.

10. Click **Add to cart**.

11. To add more Non-Catalog items to the cart repeat the process. Delivery charges will need to be added on as a separate Non-Catalogue requisition line.

12. Once all Non-Catalog items and delivery charges are in your cart click on **View cart and Check out**.

If you order the same item from the same supplier on a regular basis then refer to Appendix E: Non-catalog favourites on page 61.
Call-off orders

The University’s iProcurement system does not have direct support for advanced order types such as blanket purchase agreements, planned orders and scheduled releases. However, these types of orders can be replicated in-part by creating non-catalog requests with the item type set to “Goods or services billed by amount”.

Note: This will place a commitment against the charge account or grant specified during checkout.

Examples of such orders might include:

- **A contract for 12-months of IT support to be invoiced on a monthly basis**
  - The purchase order is raised for the whole value of the contract.
  - The supplier would invoice on a monthly basis for 1/12th the value of the contract.
  - The requisitioner would create a receipt once a month for the value of the invoice.

- **An order for £1000 worth of diagnostic testing, to be invoiced as each diagnostic test is requested.**
  - The purchase order is raised and approved for the whole value of the order.
  - Users will request diagnostic testing on a piecemeal basis (where each diagnostic test costs just a fraction of the whole order value) up to the total value of the original order.
  - The supplier will invoice as tests are provided.
  - Users will receipt in iProcurement as their diagnostic tests are performed.
  - Invoices are paid.

In the first example, an order is raised for a 12-month service contract thus creating a commitment in our accounts however; we have not had to pay for the whole contract in advance.

In the second example, an order is raised and approved to provide a total value of a product or service. Typically this would be used where low-value items or services are frequently requested and the overhead to approve many small orders would be impractical.

**Raising the order**

When raising these orders change the **Item Type** to **Goods or services billed by amount**.
The **Amount** field should then be the total monetary value of the order. The process for adding to cart remains the same.

**Checking out**

When checking out, the quantity will be the monetary amount, the price will show as £1 and the amount field will be the total monetary value of that service/item.

![Shopping Cart](image)

**Receipting and returning**

Refer to page 48 for guidance on receipting against call-off orders.
Setting default values in iProcurement

Requisitioners can set a number of default values that will affect (and speed up) the checkout process for you. Most of these values are accessed via the iProcurement Preferences screen. However, if you wish to setup a default cost centre or source of funds, this is done via Personal Profiles (refer to page 31).

iProcurement preferences

Preferences enable you to set up and save specific defaults, generally affecting the default values populated during checkout. This is a one off task, though you can modify these values again later. Any field marked with a * is a mandatory field.

1. Click on Preferences from the Shop page and the General Preferences screens displays.

2. Click iProcurement preferences to display the screen below.

3. From this screen you can complete a couple of set ups in the Delivery section:

   o **Need By Days**: Amend to what you would like to default in e.g. 1. If you don’t then 7 days will be the system default.
Getting started in iProcurement for Requisitioners

- **Deliver-To Location**: Amend if applicable by either manually typing in the code or clicking on the Magnifying Glass to search for your department's location codes.

4. To set up a favourite project code:

   a) **Project**
      Type in your department or project code and tab to list all your department's project codes. Click on Quick select for the relevant code.

   b) **Task**
      Click on the magnifying glass for the Task field, click Go and Quick select the relevant task number.

   c) **Award**
      Click on the magnifying glass for the Award field, click Go and Quick select the relevant award number.

   d) **Expenditure type**
      Click on the magnifying glass for the Expenditure Type field and click Go to view all types or enter in a key word followed by the wildcard % to help search. Click Go and Quick select the relevant expenditure type.

   e) **Expenditure org**
      Type in your department code and tab and Quick select the relevant Organization.

   f) Click **Apply changes** and all the fields should be completed as per example below. This code will take preference when checking out and you can amend this project code when checking out.

   ![Favourite Project Table](image)
Personal profiles

Personal Profiles allows requisitioners to enter their contact details to appear on purchase orders. You can also set up a default cost centre and/or source of funds if you are regularly checking out with the same ones each time.

1. From the E-Business suite homepage, click on Personal profiles.

2. A new screen will load and a blank profile page will display.

3. To put the screen into query mode and search for the field you need to check, you have two options:
   i. Press F11 on your keyboard to put the screen in query mode
   ii. Click View, Query by example, Enter

4. The first line of the screen will go blue, which indicates it is in query mode.

5. Type in %CAPSA% and to run the query again you have two options; either press Ctrl F11 or navigate to View, Query by example, Run.

   The % acts as a wildcard to assist with your search. By starting and finishing with the % the system will look for the word CAPSA appearing anywhere in the field.

6. Find the CAPSA GL Cost Centre Default profile and enter your four-letter cost centre into the corresponding User Value field.

7. You can repeat this process for the CAPSA GL Source of Funds Default value too if you wish.

8. Do not change the CAPSA GL Entity Default or CAPSA GL Department Default

9. Add your email address (character limit of 30), fax number (if you have one - character limit of 20) and telephone number (character limit of 20). Save and close.
CAPSA PO Queries relates to the contact details that will be displayed on Purchase Orders. As a Requisitioner there is no need for you to make a selection here as it is what the Buyer who creates the purchase order from your requisition who selects whose details are displayed using this option.

If your details are not pulling through, please contact the buyer who creates your purchase orders and ask them to check their own settings in Personal Profiles.
Managing requisitions

There are various ways that you can view and manage your requisitions.

My Requisitions

From the shop page under My Requisitions, you can:

- Review basic and detailed requisition line information
- View your 5 most recently raised requisitions
- Change a requisition (Page 38)
- Receive your items (Page 42)
- Copy a requisition (only if it is a Non-Catalog requisition – see page 35)

Requisition statuses

A requisition can have any of the following statuses at some point during the procurement process. Some statuses are obvious in what they mean:

- Approved
- Rejected
- Incomplete: requisition has been started and not yet checked out
- In process: requisition not yet approved or more information is required by the approver

Reviewing requisition information

1. Click on either the requisition description or the number and summary information displays.

2. If there is a purchase order number in the far right column then your requisition has been created into a purchase order, if the number is hyperlinked then the order has been approved.
Getting started in iProcurement for Requisitioners

3. To view more information, click on the **Details** icon for a line. You can view information on the receipt, invoice and also the payment of the item once it has gone through the pay process.

4. Click **Return** or **Shop**.

**Requisitions searching tab**

Whether you click on this tab or Full List in My Requisitions the following screen will display.

It displays your 10 most recent requisitions, and to view more you would need to click on **Next 10**.
Searching requisitions

Clicking **Search** provides you with more criteria.

You can search in a number of ways use the fields above.

Within the requisitions tab, you can view other information:

- **Notifications**: This lists all notifications that are triggered by the system on a Requisition.
- **Approvals**: Lists any requisitions for you to approve and that you have approved.

To copy or not to copy a requisition

You may notice a Copy icon on the iProcurement Home Page and a button titled ‘Copy to Cart’ on the requisitions tab. Copying does not work for all requisitions and its success depends on how the lines in the original requisition were generated.

<table>
<thead>
<tr>
<th><strong>If the requisition you are trying to copy contains …….</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketplace item lines</td>
<td>You cannot copy this requisition, an error message will display advising a new requisition must be raised.</td>
</tr>
<tr>
<td>Mixture of Marketplace and Non-catalog lines</td>
<td></td>
</tr>
<tr>
<td>Non-catalog item lines</td>
<td>You can copy the requisition, ensuring you update the price and quantity if applicable.</td>
</tr>
</tbody>
</table>

Incomplete requisitions

It is important that any incomplete requisition is either completed or deleted from the system. A requisition will have an incomplete status if it was started any never finished, copied but not used or saved and forgotten. This is to ensure that monies aren’t marked against GL or grant codes that could actually be used for another purchase.

It is recommended that if a requisitioner/buyer leaves the department and/or the University then this should be included as part of a leaving procedure.
Deleting incomplete requisitions raised by yourself

1. Once you have found the incomplete requisition click on the requisition number and then click **Delete**. You cannot cancel incomplete requisitions.

2. A warning message will display advising that once it is deleted it cannot be undone. Click **Yes**. The list of your requisitions will then display again and the requisition you have just deleted is no longer listed.

Completing an incomplete requisition raised by yourself

You can use ‘Complete’ where you have a requisition which has not yet been checked out and therefore the status is incomplete.

1. Click on the requisition number.

2. Click **Complete**.

   If you already have items in your shopping cart a message will display asking if you would like to add them to your existing cart. Click the relevant button.

   If you don’t have items in your cart they will simply add to your shopping cart.

3. Complete the remaining checking out process.

Amending requisitions

Amendments can only be made to requisitions that have not yet been created into a purchase order, so this must be checked first.
Getting started in iProcurement for Requisitioners

Pre-requisite: Check whether the requisition has not yet been created into a purchase order

Click on Requisitions tab and find the requisition. If there is no number in the Order field then it has not yet been created into a purchase order and you are fine to make changes.

If a requisition has been created into a purchase order no changes or cancellations can be made by the requisitioner. The requisitioner must contact the buyer to advise of the amendments to be made and the buyer will amend the order accordingly.

Requisition not yet approved, In Process status: If the requisition has not been approved the requisitioner can cancel the entire requisition, a line or make any changes, checkout and resubmit it to an approver.

Requisition approved, Approved status: If the requisition has been approved the requisitioner can cancel the entire requisition, a line or make any changes, checkout and submit it if within their approval limit or submit it to an approver.

Requisition rejected, Rejected status: If a requisition has been submitted for approval but it is incorrect the approver will reject it with a reason why and the requisitioner will receive an e-mail notification. If a rejected requisition was coded to a grant, funds will still be reserved against the grant. The requisitioner must either resubmit the requisition with the required amendments to the approver, or the requisitioner will need to cancel it.

Request information, In Process status: A requisition may appear in My Notifications as the approver requires further information before they proceed with the approval. The requisitioner will receive an e-mail notification as well advising of this.

The next page will guide you through how to cancel a line, requisition make a change and re-submit a requisition.

Cancelling an entire requisition or line

1. From the **Requisitions tab, Find** and then **Select** the requisition.
   
   Remember if there is a number in the order field then you cannot cancel from this screen and you will need to liaise with a departmental Buyer.
Getting started in iProcurement for Requisitioners

2. Click **Cancel requisition.**
   
   All lines of the requisition will display.

3. You can either:
   
   a. select a line and click **Continue** to cancel that line only or
   
   b. click on **Cancel entire requisition**.

4. Click **Submit** on the Review and Submit screen.

5. A message will display advising you that the cancellation has been submitted for processing.

6. Click **Return to requisition status**. Any lines that you have cancelled will be a nil value and will have the cancelled indicator icon.

7. The line or requisition will no longer be able to be created into a purchase order.

**Withdrawing a requisition to make changes**

1. Find the requisition and click on the **requisition number**.

   Remember if there is a number in the order field then you cannot withdraw the requisition.

2. Click **Change**.

3. The system will advise you that you are withdrawing it from the approval process. Click **Yes**.
4. Items will be back in your shopping cart.

5. You cannot make changes to the quantity or price if the item is from the Marketplace. If you need to change either of these then delete the line, click Shop, go back into the Marketplace, search for the item and add it to your cart again.

6. If it is a Non-Catalog item then you can amend the quantity and price.

7. Click Checkout to complete the process making any relevant changes as you proceed.

8. If the requisition is within your approval limit, click Submit.

9. If the requisition is outside your approval limit, click Next (the name of the approver will default in, amend if you are sending it to another approver) and Submit.

**Amending a rejected requisition**

1. Find the rejected requisition in ‘My Requisitions’. Please note that if the rejected requisition was coded to a Grant the funds will remain reserved. If you no longer want the requisition, then please cancel it to release the reservation of funds.

2. Click on the Rejected status to find out why it has been rejected, then click OK.

3. Follow the process on ‘Withdrawing a requisition to make changes’ and make the relevant change to correct the rejection.

**Requisition has been returned to you**

Before your requisition is created into a purchase order it sits in a requisition pool for your department awaiting creation into a purchase order. Your requisition can still be returned to you at the stage.

If this happens you will receive an email notification advising of the return. You would then follow the steps to Change the requisition. A screen similar to below will display.
Getting started in iProcurement for Requisitioners

What you may notice is that the lines from the requisition will display and if there are any lines with a hyperlinked purchase order number then these lines have been created into an approved order and therefore submitted to the supplier.

If there is a purchase order number that is not hyperlinked then that line has been created into an order but the order is not yet approved. If this is the case, you will be unable to make any changes and you will need to contact your buyer and ask them to approve that order as you cannot proceed to amend the remaining lines until this is done.

From here you would click on Change and your shopping cart will display and an icon will be displayed in any line that has been created into an order and approved.
Click on **Checkout** to display the checkout requisition information screen. Once you click on **Edit lines** only the lines not yet created into an order will be listed for you to amend as needed.

Once amendments have been made either submit if within your limit or forward for approval.
Receipting and returning

You must receipt all items/services ordered. The responsibility for receipting will vary within departments: it may be the requisitioner; the approver; the stores department or another colleague.

If an item or service is receipted by an individual other than the requisitioner an e-mail notification will be sent to the requestor advising them that their goods/services have been received.

1. Click on the Receiving tab. Requisitions to Receive and My Receipts at a Glance will display.

2. If an item was missed from the requisition and added to the purchase order once it had been created e.g. delivery charge, then it will not display alongside the requisition lines to receive. To ensure all lines are receipted, complete the Search Value field with the Order Number and click Go.

3. All lines will display for receipting.
4. Select the line you are receiving.

5. Update the Receipt quantity field if you are receipting a different quantity to that which you have ordered.

6. The person who requested the item will be displayed on the far right hand side of the screen.

7. Click Next to display the following screen.

   If you have a delivery note number enter it in the Packing slip field and add any relevant receipt comments.

8. Click Next.

9. You may get a warning message at this point. This only relates to items you are receipting on UFS that you have received before your specified Need-By Date. If this message displays click Yes.

10. The review and submit screen will display. To complete the receipt process, click Submit.
11. A confirmation message with your receipt number will display.

12. Click **Return to receiving** and the item will be listed in My Receipts at a Glance. To view the receipt information you can click on the glasses icon for the relevant line.

### Receipting against call-off orders

When receipting a call-off order (or any order raised with an Item Type of Goods or services billed by amount) it is important to notice that the receipting screen uses the amount for the Receipt Quantity.

![Receipting against call-off orders](image)

To create a receipt for the product or service you’ve received, adjust **Receipt Quantity** to the monetary value of the product or service you’ve received, and then complete the receipting process as usual.

### What if I need to correct the receipt?

1. From the **Receiving tab, Receiving process** box, click on **Correct receipts**

2. Items will display that have been receipted within the last 7 days from the date the requisition was raised. Amend and search if applicable.

3. Input the **Correct quantity** for the relevant line and click **Continue**.

4. Correct Receipts: **Review and Submit** screen displays. Click on **Submit**.

5. Confirmation message displayed confirming the adjustment.

### Returning on UFS

Please contact the supplier to arrange for the return of the item, a returns authorisation number may be given to you.

1. From the **Receiving tab, Receiving process** box, click on **Return items**.
2. Items will display that have been receipted within the last 7 days from the date the requisition was raised. Amend and search if applicable.

3. Input the Return quantity for the relevant line and click Next and the Return Items: Enter Return Information screen displays.

4. In the Reason field click on the magnifying glass, Go.

5. Click Quick select for the relevant reason.

6. Enter the returns authorization code if relevant.

7. Input any comments if applicable and click Next.

8. The Review and Submit screen displays, click Submit.

9. No returns number is given.
Approving and rejecting requisitions

Even if you just have iProcurement Requisitioner responsibility, you can still approve a requisition if it is within your approval limit. The requisition will then be created into an actual purchase order by a colleague with iProcurement Buyer responsibility.

If you receive an e-mail notification advising you that a requisition is awaiting your approval you must action it as soon as possible, especially if it is a foreign currency requisition. The requisition will be listed in My Notifications.

If you are going to be absent from the office ensure you set a rule in My Notifications, to ensure any requisitions sent to you for approval are automatically forwarded to another colleague. You can action a requisition away from your desk as long as you have remote access (refer to page 48).

An automatic e-mail will be sent to the originator if you have not approved it within 3 days, a further e-mail will be sent 2 days later to the originator to advise the document has still not been approved and a further final reminder two days later if it still has not been approved. The requisition will then be in the saved cart of the person who raised it.

At the bottom of the iProcurement shop screen is My Notifications, which lists any requisitions awaiting your approval.

Actioning requisitions

1. From My Notifications, click on the Requisition awaiting your approval and a screen similar to below will display with limited information, where you will have a number of actions you can carry out.
Edit Requisition

This enables those items within the requisition to be displayed in your shopping cart screen with a view to amending them e.g. if the account code was incorrect, or the wrong tax code used or it needs to be split over various account codes.

- Click **Edit Requisition**.
- Approver Shopping Cart will display, click on **Approver checkout** and make any relevant changes as you check the requisition.
- Once changes have been made click **Submit**.
- Click **Continue** to complete your approval response (refer to page 48)

View Requisition Details

This enables you to view requisition lines in more detail.

- Click on **View Requisition details** to display the details screen.
- Click on the **Details** icon for the first item line. This will show any receipts, invoices and payments made relating to the item line.
- Click **Show additional information** to review the requisition line supplier, account code and any attachments.
- To view the **Tax Information** click on the link in the **Item Information** section. Then click **Additional Tax Information**, click **Cancel** to display the Lines.
- Click **Return to Requisition Line Details**.
- Click **Return** and then **Return** again to display the purchase requisition screen.
- Complete your approval response.
Approval responses

- **Approve:** Select if requisition is correct. If the requisition was raised by a member of staff with Requisitioner responsibility, once approved the requisition will go into the pool for the department awaiting creation into an order by a buyer. If it was raised within a buyer responsibility, the system will approve it, create it into an order, approve the order and either transmit direct to the Marketplace supplier or it will be printed and faxed to supplier.

- **Approve and forward:** Use if you wish another of member to review it even after you have approved it yourself. Ensure that you enter the **Surname** of the colleague in the blank **Forward to field** and **tab.** Complete the **Note** field if applicable and click **Approve and Forward.**

- **Forward:** Use this is you wish to forward the requisition to another colleague. Ensure you complete the **Forward To** and **Note** fields and then click **Forward.**

- **Reject:** Complete the **Note** field and then click **Reject.** Requestor will receive an e-mail notification and it will display in their My Notifications and in My Requisitions.

- **Request information** Use this if more information is required prior to approval. Click **Request information** and complete the **Information requested** field before clicking **Submit.** Requestor will get an e-mail notification and it will display in their My Notifications and in My Requisitions.

Once you have carried out an action on a requisition, it will no longer be listed in My Notifications and the status will update on the requestors screen.

**Actioning a requisition via remote access**

When you receive the email notification, you must click on the link ‘Please click here to respond’. You will then need to log into UFS, and the screen where you approve or reject the requisition will display and you just simply follow the procedures above.

Some users may experience problems when actioning remotely, and their cache will need to be cleared which can usually be accessed via internet options.

**Setting vacation rules**

Set this rule up when you are going to be away from the office so that any requisitions sent to you for actioning will be sent to another colleague to action in your absence.

1. From the iProcurement Home Page, click on **Vacation rules and Create rule.**
2. Select **Next** on the vacation rule: Item Type screen to display the screen below.
3. Complete the following fields:
   - **Start date**
   - **End date**
   - **Message**

4. In the blank delegate field enter the **surname of the colleague** and **tab**.

5. If there is more than one member of staff with that surname **Quick select** the relevant one.

6. Click **Apply**.
Appendix A: Chart of Accounts

When you purchase an item or service, expenditure is allocated to your departments Chart of Account. Some departments have two options; it can either be coded to the department’s budget/funds or to a Research Grant/Project.

General Ledger account structure

General ledger account codes are made up of six segments, usually written in a string format e.g. U.XX.XXAA.AAAA.ESBC.0000 (XX being your department code).

- **Organisation** (1 character) U
- **Department** (2 characters) XX
- **Cost Centre** (4 characters) XX??
- **Source of Funds** (4 characters) ???
- **Transaction** (4 characters) E???
- **Spare** (4 zeros) 0000

**Organisation segment:** This is used to split transactions by legal entity. Normally this will be U for departments within the University of Cambridge.

**Department segment:** This is used to define the Department who is processing the transaction, e.g. AG for the Finance Division.

**Cost Centre codes:** Cost centres enable departments to organise and group their accounts to reflect their own departmental activities e.g. administration, laboratories, conferences, canteens or specific courses. Expenditure (and income) is allocated to the appropriate cost centre. This enables departments to monitor income and expenditure, in some instances comparing to budget, for their specified cost centres.

The Cost Centre code comprises four characters: the first two replicate the department code and the next two are selected by the department. The department then chooses a suitable description for each cost centre to identify the particular activity it represents.

**Source of Funds codes:** Funding for the University’s activities comes from many different sources. The University has a responsibility to its sponsors, donors, and government funders to separate, manage and report (in most cases) on the activities based upon the source of funds. Source of Funds code is represented by four characters, which are the same across all departments. Refer to Financial Procedures manual chapter 3.

**Transaction codes:** Transaction Codes are used to describe the type of expenditure or income e.g. a book or room hire charges. Accurate selection of transaction codes is important for reporting and control purposes. The code consists of four characters. The first identifies the broad transaction category, the next three categorise the transaction in more detail. E.g. If you were ordering some box files you would select transaction code ESBC

- E: Expenditure on Consumables account
- S: Stationery and Office Supplies
- BC: Box Files
Expenditure transactions codes starting with E***

- A Audio-visual and Multimedia
- B Library and Publications
- C Catering Supplies and Services
- D Medical, Surgical and Nursing Supplies and Services
- E Agricultural/Fisheries/Forestry/Horticultural Supplies and Services
- F Furniture, Furnishing & Textiles
- H Cleaning Materials & Equipment, Janitorial supplies
- J Utilities
- K Computer
- L Laboratory & Animal House Supplies and Services
- M Workshop & Maintenance Supplies (Lab and Estates)
- P Printing
- Q Telecommunications, Postal and Mail Room Services
- R Professional & Bought in Services
- S Stationery & Office Supplies
- T Travel & Transport (incl. Vehicle hire and subsistence)
- U Safety & Security
- V Vehicles (Purchase, Lease, Contract Hire)
- W Estates & Buildings
- X Miscellaneous/unclassified

*Spare code:* There is a spare field at the end of the coding string in case the University decides to expand the accounting code structure in future. However it still has to be filled in. 0000 (four zeros) is the only choice in this segment.

Research grants and project structure

A “grant” consists of two main parts;

*The award* - represents the sponsor who is doing the funding.

*The project* - describes the way in which the funds are spent.

In the main, a grant will have a single award and project. However it is worth being aware that one award may fund several projects and in turn one project may be funded by several different awards. The coding structure for Grants and Projects is set out differently to that for the General Ledger codes. The Grants/Projects coding consists of 5 segments: -

*Project code:* Linked to an award the project code has the department code in the first four digits. i.e. XXAG/001 (XX being the department code).

*Task:* Projects are broken down into tasks. These could be described as ‘work parcels’ and they aid in managing the project. Every Project will have at least two tasks; one for direct costs and one for indirect costs.
**Award:** This code links the project to the General Ledger. The Award is number issued by Research Services and will start with RG followed by 5 digits. (e.g. RG12345) or a G followed by 6 digits (e.g. G123456).

**Expenditure type:** This is the category heading that the item falls under, picked from the List of Values. They are broad headings such as Travel, Equipment, Staff, Other Costs etc.

**Organisation:** The department or sub-department code.

A General Ledger account code will be automatically generated from the above information. Never manually type in a GL code for a grant/project

**Transactions that are entered for Research Grants require special Grant code combinations to record the type of specific information for their reporting purposes. However, when the information is transferred into the General Ledger it is then automatically summarised and converted into the string format.**

If you are unsure as to the coding information you will need to enter when raising requisitions, then please speak with your departments accounts team. Getting it right is a crucial part of the process otherwise orders get delayed, invoice processing is more complex.
# Appendix B: Tax classification codes

You don’t have to be an expert in VAT to use the UFS modules however, it is important that you have an understanding of the various tax codes and the scenarios in which they would be used.

<table>
<thead>
<tr>
<th>Tax Name</th>
<th>Example of when to use</th>
</tr>
</thead>
</table>
| SR20%            | Standard Rate for most everyday items  
|                  | - Computer equipment  
|                  | - Stationery supplies  
|                  | - Clothes  
|                  | - Some foods/drinks                                                         |
| IMPORT20/IMPORT5/IMPORT0 | Use these codes if you are buying items outside of the UK. The code you use will depend on the VAT rate the item would have incurred if it had been ordered from the UK. |
| Services Tax     | This is a 20% tax rate and is used when purchasing services from overseas. However, if the service you are buying is not VATable then use NO-UK VAT. |
| NO-UK VAT        | This is a 0% VAT name.  
|                  | - Hire of rooms  
|                  | - Travel tickets  
|                  | - Books                                                        |
| ME0%             | Medical exempt for equipment used in medical or veterinary research e.g.  
|                  | - Bandages  
|                  | - Scalpels  
|                  | - Test tubes                                                       |
| INTERNAL         | This 0% code is used when paying internal invoices as no VAT is charged between depts. |
| RR5.0%           | Reduced rate is mainly used by Estate Management. |
Appendix C: Splitting over codes

Within iProcurement, it is possible to split the cost of an item or service over:

- two or more grant codes
- two or more department codes
- a mix of grant and department codes

Be aware ..... If you set up a favourite project in Preferences

- If it is one of the codes you wish to use for splitting then leave the default information in the **Billing** section of the **Checkout: Requisition Information** screen.
- If you want to use totally different codes then ensure you **delete** the project information from the **Billing** section of the **Checkout: Requisition Information** screen.

More than one Grant code

1. Once the items are in your cart, click **Edit lines**.

2. Click **Billing** tab and enter one of the project codes in the relevant item line (unless the project code information has defaulted in from preference set up).

3. Click on **Split** to display the Requisition Information: Split Cost Allocation screen.

4. Click **Add another row**, which will display a blank row.

5. Complete the fields for the project and amend either the Percent, Quantity or Amount field for each line allocating split of expense accordingly.
6. Once totals equal 100% click on **Apply** to display the Requisition Information: **Edit Lines** screen. Remember to indicate if the item is a fixed asset by clicking on the **Accounts** tab and the **Split** icon.

**Over more than one department code**

1. If any of the Grant fields on the checkout screen are completed, delete the information.

   This process will not work if any of the **Project**, **Task**, **Award**, **Expenditure type**, **Expenditure organisation** and **Expenditure item date** are completed.

2. Click **Edit lines**, then the **Accounts** tab.

3. Click on the **Charge account** code for the relevant item and update the **Accounting flexfield** with the correct code if it differs from what has defaulted in.

4. Click **Add another row** to display line 2 and either the system generated code, or the code set in your Personal Profiles will default in.

5. Update the **Accounting flexfield** for Line 2 with the correct code.

6. Update either the **Percent**, **Quantity** or **Amount** field accordingly and **Tab**.
Getting started in iProcurement for Requisitioners

7. Once totals equal 100% click on **Apply** to display the Requisition Information: Edit Lines screen. Remember to indicate if the item is a fixed asset (if appropriate) by clicking on the **Accounts** tab and the **Split** icon.

8. The charge account for the item line you have spit should display as Multiple.

9. Complete remaining process.

**Split cost over a GL and grant code**

1. Even though you are partially coding to a grant, please ensure that no data is entered in the following fields:
   - **Project**
   - **Task**
   - **Award**
   - **Expenditure type**
   - **Expenditure organisation**
   - **Expenditure item date**

2. Click on **Edit lines**, then the **Accounts** tab and click on the **Split** icon for the relevant item.
3. The **Accounts** tab will display. Amend the GL code string to the code you wish to use as well as either the Percent, Quantity or Amount fields.

4. Click **Add another row**, then click **Projects** tab and a screen similar to below will display.

5. **Do not** input anything in Line 1 on the projects tab as that relates to the GL code that was entered at step 2.

6. Complete Line 2 with the project information and update the Percent field and Tab.

7. Once totals equal 100%, click **Apply** to display the Requisition Information: Split Cost Allocation screen and lines will be coded to GL and project.

8. Click **Apply** and either complete remaining tabs if required or click **Apply** to display the Checkout: Requisition Information screen to complete remaining process.
Appendix D: Marketplace favourites and saved baskets

Saved baskets

These enable you to create a saved shopping basket of items that you can add to your current shopping basket the next time you require them. Within this function you can set up permissions to allow colleagues access to use your saved basket.

Once your saved basket has been created, you can view it from the University of Cambridge marketplace screen under the My Account menu or by clicking on the Saved Basket tab on the marketplace home page.

**TIP …** It is worth remembering that you may miss out on better deals on the same or similar goods from other suppliers if you solely purchase items you have placed in a saved basket. Remember to check the alternate options before committing.

Setting up and adding to a saved basket

1. First add the items that you wish to include in a saved basket (i.e. something you order on a regular basis) into the shopping basket.

2. Click on view basket. Prior to checking out click on **Add this basket to a saved basket**. The contents of the shopping basket can then either be added to an existing saved basket or a new saved basket created.

3. Create a name for the saved basket and click on **Create new saved basket**. The screen below will display with the items that you have added to that basket.
4. In addition you can also search for individual items and add those to a saved basket.

**Sharing your saved basket**

Saved baskets can be shared with other users so they can used for raising requisitions.

1. Click on the saved basket name, you can access your saved baskets either from the home page or the My Account menu. Click on the button **Share saved basket**.

2. Click on **Add new user**.

3. Enter the surname name of the user.

4. Tick the User may change basket content check box to allow the user to edit the basket so they can order the quantity they require as per screen below and add items to it. CARE! Edit allowed also enables an individual to delete the basket even if they did not create it.

5. Click the **Add permission** button.
Favourites

Like saved baskets, favourites allow you to create lists of items you may wish to order on a regular basis. However favourites are personal lists and cannot be shared with other users. These can be accessed from the Marketplace home page, under My Account, Favourite Products.

To add an item to your favourites you must:

1. **Search** for the product.
2. Once found click on the **product description**.
3. Product information will display and under Product options click on **Add to favourite products**.
**Appendix E: Non-catalog favourites**

You can also add the item to your favorites by clicking on **Add to Favorites**. This will save you time when requesting that item again.

Once you have completed steps 1-10 of creating a Non-Catalog requisition you can add the item to your favorites by clicking on **Add to favorites**. A message will display advising you that the item has been added to your shopping list.

To add a favourite item from your shopping list to your cart:

1. Click on **Shopping lists**.

2. List of favorite items will display.

3. Amend the **quantity** if need-be.

4. Click on **Add to cart** for a specific item or click **Add all items to cart**, if applicable.

5. Click **View cart and checkout**.

6. The items will then be displayed in your shopping cart.

7. From the shopping cart, you can then amend the price, if it has changed since the last time you ordered that item, quantity and description.