

iProcurement training

iProcurement is the module the University uses for purchasing and receipting goods and/or services. There are two responsibilities for this module.

Pre-requisite training

- Modern Slavery Act ([online course](#))
- A selection of online courses in the table below depending on responsibility required.

iProc responsibilities	Main Activities	Training required			
		Getting started in iProcurement	Buyers work centre	Autocreating	Approving
iProcurement Requisitioner	<ul style="list-style-type: none"> • Raise requisitions for goods/services • Receipt, correct receipts and return items/services whether ordered by yourself or a colleague in the department • Amend requisitions • Query requisitions 	Mandatory	N/A	N/A	N/A
	<ul style="list-style-type: none"> • Approve the requisition (if within approval limit) • Approve other colleagues' requisitions, as long as it is within their approval limit 	Mandatory	N/A	N/A	Mandatory
iProcurement Buyer	As above plus : <ul style="list-style-type: none"> • create other colleagues requisitions into purchase orders • query purchase orders raised in the department • cancel lines or entire purchase orders • finally close lines/orders • run the month end <i>Open Purchase Order Report</i> • print any relevant orders 	Mandatory	Mandatory	N/A	N/A
	<ul style="list-style-type: none"> • Approving colleagues requisitions and orders 	Mandatory	Mandatory	N/A	Mandatory
	<ul style="list-style-type: none"> • Autocreating requisitions into orders 	Mandatory	Mandatory	Mandatory	N/A

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If you are a department that uses the Inventory module, users will also need the CAPSA PO Buyer responsibility to raise orders for stock items as iProcurement is not yet compatible with our Inventory module

Receipting only

In a small number of departments, some staff members only need to be able to receipt/return goods/services. Whilst these processes can be completed in iProc, if the only processes being completed are receipting and returning then there is an U.F.S PO Receiver responsibility. No training is required, however guidance notes will be sent to staff when requesting this responsibility.

Purchasing approval limits

Each user with either Requisitioner or Buyer responsibilities needs to be assigned a purchasing approval limit as set out below. These limits reflect the gross value of the requisition or order they can approve up to.

Zero (must ALWAYS forward for a colleague's approval)	£2,500	£500,000
£100 (Requisitioner Only)	£5,000	No limits (unlimited)
£250	£10,000	
£500	£50,000	

There are some variations on the limits. Some departments may still be using 'old limits', or need to purchase radio-active items or animals where additional controls are required. Call the general Helpdesk on 65999 for advice.