**eProcurement Access Application Form**

This application form is used to setup new users within eProcurement system. Please complete the details below, including the appropriate authorisation. Once all information is complete, form can be submitted to [finance.systems@ucd.ie](mailto:finance.systems@ucd.ie) . Note the following needs based on the type of user being created:

* **New User & New Role**: If you are looking for a user to be created that has unique needs, please complete the form in its entirety (Section 1-4)
* **New User & Existing Role**: If you are adding to or replacing an existing role, please check the existing user’s role, and if happy to mirror access, then you can complete Section 1 & Section 2 of this form only

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| --- | --- |
| **Section 1: eProcurement User Details** | |
| Personnel Number |  |
| Full Name (Incl. middle initial) |  |
| UCD Connect Username |  |
| UCD email address |  |
| Position |  |
| School/Unit |  |
| Delivery Address & Room # |  |
| Authoriser \*[click here to see authoriser matrix](https://www.ucd.ie/finance/financeoffice/financesystems/useraccountmanagement-systemaccess/) |  |
| Authoriser’s email address(s) |  |

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| **Section 2: Role Specifications** | | | | |
| Is this a new or existing role | New |  | Existing |  |
| For existing role, state username in role currently |  | | | |
| Is the current role holder exiting this role? | Yes |  | No |  |
| Date the current role holder is exiting role? |  | | | |

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| **Section 3: Authorities required if new role being created or enhancements to existing role** | | | | | |
| **Originate Requisitions** | Yes |  | | No |  |
| State authority level(s) € |  | | | | |
| State Cost Centre(s) |  | | | | |
| State Job Codes (e.g. ‘D’, ‘R’, V’ code(s)) |  | | | | |
| **Approve Requisitions** | Yes |  | | No |  |
| State authority level(s) € |  | | | | |
| State Cost Centre(s) |  | | | | |
| State Job Codes (e.g. ‘D, ‘R’, V’ code(s)) |  | | | | |
| **Receipt Goods Services** | Yes |  | No | |  |

|  |  |  |  |  |
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| **Section 4: Stock Authorities (if applicable)** |  | | | |
| Stock Catalogues (Chemistry/Conway/NVRL only) | Yes |  | No |  |
| Stock Authorising Threshold € |  | | | |
| Specify Catalogue |  | | | |

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authoriser(s)\*\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Applicants cannot authorise their own permissions, where the budget holder is the applicant authorisation from the personnel on the next level on the spend authorisation’s table is required.*

*\*\*Receipt of the completed form from the appropriate authoriser(s) via email is accepted in lieu of a signature.*

Self-Approval of requisitions is not available as standard, in line with procurement best practice procedures. If self-approval is required, please contact [finance.systems@ucd.ie](mailto:finance.systems@ucd.ie) with a detailed explanation as to why this is required