**eProcurement Access Application Form**

This form is used to grant access for new users in the eProcurement system. Please fill out the required details below, ensuring the appropriate authorisation is included. Once all information is completed and approved, submit the form to [finance.systems@ucd.ie](mailto:finance.systems@ucd.ie).

* **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/financeoperations/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? |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 3: Stock Authorities (if applicable)** |  | | | |
| Stock Catalogues (Chemistry/Conway/NVRL only) | Yes |  | No |  |
| Stock Authorising Threshold € |  | | | |
| Specify Catalogue |  | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section 4: Authorities required for enhancements to existing role** | | | | | | |
| **Originate Requisitions**\*\*\* **(€250,000 for School)** | | | Yes | ☐ | No | ☐ |
| **Receipt Goods Services**\*\*\***(€250,000 for School)** | | | Yes | ☐ | No | ☐ |
| **Approve Requisitions** | | | Yes | ☐ | No | ☐ |
| • State Cost Centre(s) for approving only: | | |  | | | |
| • State Research Account or Job Codes for approving: | | |  | | | |
| • Select one of the five Authority Levels for approving: | | | | | | |
| **Level** | **Limit** | **Approval Signature Required to Grant Access** | | | | |
| Level 1 | €500 | Staff nominated by PIs and Head of School/Unit | | | | |
| Level 2 | €5,000 | Staff nominated by PIs and Head of School/Unit | | | | |
| Level 3 | €25,000 | PIs only for research spend and staff nominated by Head of School/Unit for cost centres | | | | |
| Level 4 | €50,000 | Head of School/Unit (or their direct report nominees) and PIs only | | | | |
| Level 5 | €100,000 | Head of School/Unit (or their direct report nominees) and PIs only | | | | |

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.*

*\*\*\*Following recommendations from the Audit Committee, the University Management Team has introduced the Role Standardisation Project, which is now being rolled out across the university. The standard receipting and requisitioning access apply for the entire school, up to a limit of €250,000.*

*When using eProcurement, please ensure you select the appropriate research or job codes. Additionally, take note of your Cost Centre and Research Account codes, as these are required when raising a requisition.*

*To facilitate smooth approvals and minimize delays, always provide a clear and detailed explanation in the Notes section when submitting a requisition*

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