

Title: Manual for raising Purchase Requisition using ERP
 User: CARES members
 Module: Purchase Module

Introduction: This manual will guide users on how to raise a purchase request using CARES ERP.

Where to access: Operations > SCM > Purchase > Requisition > Purchase Requisition

(Special note: If you are ordering items that are subject to license limits, please check with Lab Manager before raising the purchase requisition)

For new vendors, Before submitting your purchase request, kindly ask your vendor to fill in the CARES Vendor Information Form and email it to Office Admin: khatijah.yusof@cares.cam.ac.uk with Subject: Vendor Creation [add the vendor name] (Example: Vendor Creation – Synergix Pte Ltd)

By default, always try to get 30 days credit terms with the vendor (Kindly refer to Financial Policy under Payments and Payment Terms section). CARES Purchaser / Office Admin will let you know once they have created the account for the vendor.

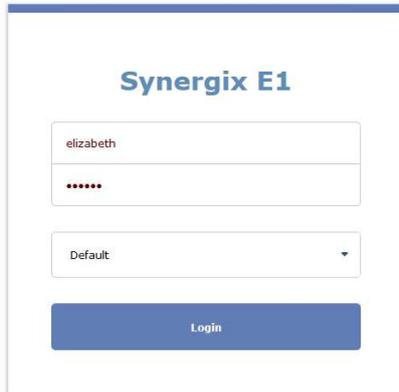
In raising the purchase request, requesters must consider the following Cambridge CARES policy:

Total value per purchase request or claim (EXPLICITLY NOT PER LINE ITEM)	If CARES has established a regular supplier contract for this item type (see section 4, below)	For suppliers not in a regular supply contract with CARES
Minor purchase request/claim: Less than SGD50	Can use petty cash system, if required (see below)	Can use petty cash system, if required (see below)
Low-value purchase request: Less than SGD1000	Obtain written price confirmation before ordering. Consult Finance Office if uncertain on process for this supplier.	Written price confirmation from supplier before ordering
Mid-value purchase request: PR with value of SGD1000 and above, but less than SGD100000		Three written quotations should be obtained from suitable suppliers. Quotations should be for the full cost of the delivered item to CARES Ltd (eg. including all taxes, delivery charges etc).
High-value purchase request: PR with value of SGD100000 and above	Careful consideration should be given to whether the item would be more appropriately purchased via competitive tender (through NTU procurement). If competitive tender is rejected, a written justification for this must be provided to the Governing Board member asked to approve the purchase.	

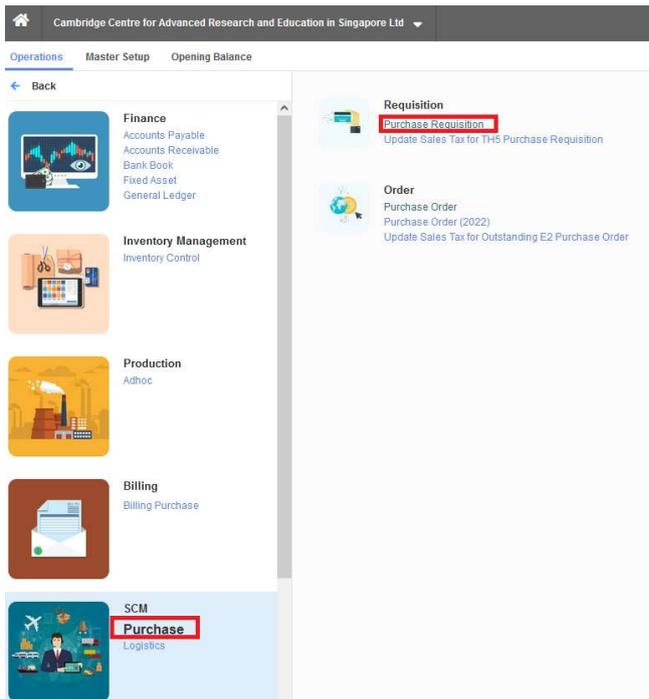
To raise a purchase request:

Log in to CARES System using your log in details : <https://caresoperations.com>

If you have not yet received log in details for the system, please contact HR Manager - Xiang Ning (leong.xiang.ning@cares.cam.ac.uk)



Go to Operations > SCM > Purchase > Requisition > Requisition Summary



For New purchase request click on NEW:

PR No.	PR Date	Requestor	SBU	Type	Source Voucher No.	Customer	Source PR No.	Reference No.	Status	Approval Info	Created By	Created Date	Last Updated By	Last Updated Date
PR00005262	30/01/2023	ANG TENG KEAT EUGENE	C4T-HQ_P2	R				TRAINING PURPOSE	N		ANG TENG KEAT EUGENE	30/01/2023	ANG TENG KEAT EUGENE	30/01/2023

Header Tab

Back To Summary | **New** | Preview | Submit | Abort

Purchase Requisition No. PR00005262 Copy From [] Copy

Requestor C4T0035 ANG TENG KEAT EUGENE

Header | Shipment | Detail | Remarks | Attachments

Purchase Requisition Date 30/01/2023 SBU C4T-HQ_P2 C4T-HQ_P2: CARES HEAD OFFICE (Phase 2)

RFQ Close Date []

Source Voucher No. [] Project No. []

Customer []

Source PR No. []

Reference No. Sigma_12345

Subject Gases for experiment

- PR Date - Auto-generated date (Date you created this PR)
- RFQ Close Date - Not applicable
- SBU – The project you are charging this purchase expense to (You can only select the ones that you are tagged to)
- Reference No – **Enter supplier’s name in short form + quote no, keep as short as possible.**
 (Example: Vendor name Sigma-Aldritch and Quote#12345, key Sigma_12345)
 If it’s online purchase with screenshot attachment, indicate screenshot date.
 (Example: Vendor name Lazada, shopping cart screenshot. Key Lazada_300123)
- Subject – A short description about the purchase (Ex: IRP1 Consumables for experiment)

Shipment Tab

Back To Summary | New | Preview | Submit | Copy From [] Copy

Purchase Requisition No. PR00005262

Requestor C4T0035 ANG TENG KEAT EUGENE

Header | **Shipment** | Detail | Remarks | Attachments

Ship to Location RW-LAB 1 RESEARCH WING LAB 1

Shipment Mode R Road

Shipment Term NA NA

Ship Through []

Port of Loading []

Country of Loading []

Port of Discharge []

Country of Discharge []

Port of Final Destination []

Country of Final Destination []

No. of Shipment 1

No.	Required Arrival Date	Shipment Priority
1	30/01/2023	Normal

Default Ship Location: Location where the requester would like the items to be delivered.
 (Lab Researchers: Select RW-Lab1 or RW-Lab2 | Office: Select CREATE-5)

- Shipment mode:** Type of shipment that the vendor will use to deliver the item(s)
Local company: Road, NA terms
Overseas company (Physical product): Air, then select shipment terms stated in quote. If not shown, select CIF by default.
Overseas company (Non-physical product): Road, NA terms
- Shipment term:** Shipment Term the requester and the vendor agreed upon, refer above Shipment mode for selection.
- Ship Through:** Not required.
- No. of shipment:** Leave at default 1, do not amend this.
- Required arrival date:** You can leave at default, Finance Team will reselect this in PO stage based on the date of conversion to PO and the estimated lead-time.
- Port of Loading:** Not required.
- Port of Discharge:** Not required.
- Port of Final Destination:** Not required.

Detail Tab

STEPS:

[1] Click on the 'Add' button to add line items, you can add as many as you want that is necessary for your PR.

The screenshot shows the 'Purchase Requisition' system interface. At the top, there are navigation buttons: 'Back To Summary', 'New', 'Preview', 'Submit', and 'Abort'. Below these, the 'Purchase Requisition No.' is PR00005262, and the 'Requestor' is C4T0035 ANG TENG KEAT EUGENE. There are tabs for 'Header', 'Shipment', 'Detail', 'Remarks', and 'Attachments'. The 'Detail' tab is selected, and the 'Add' button is highlighted with a red box. Below the tabs, there is a table with columns: 'No.', 'Type', 'Item Code', 'Description', 'Item Remarks', 'Qty/UOM', and 'Sel'. The 'Sel' column has a checked checkbox. At the bottom of the screenshot, it says 'Synergix Software rev. 90978'.

[2] Leave default type 'S' and key in the Item Code Description, Item Remarks and Quantity for each line item. You can use the magnifying glass button beside Item Code to find what available codes are there.

- LI No:** means Line Item numbering
- Type:** Leave at default S, the rest is not applicable.

Item Code Description: This is the item/service code that we use to identify what expense it is and which project the expense is charged under. If unclear, feel free to check with Finance Team or your PI. Refer to last page of manual for explanation.

Item Remarks Description of the line item that the requester is purchasing. You can just copy this from the quotation also.

Qty Quantity of items the requester is purchasing for that particular line item

Back To Summary New Preview Submit

Purchase Requisition No. PR00005262 **Copy From** **Copy**

Requestor C4T0035 ANG TENG KEAT EUGENE

Header Shipment Detail Remarks Attachments

Add Browse&Pick Delete

No.	Type	Item Code Description	Item Remarks	Qty/UOM	Sel <input type="checkbox"/>
1.0	S	EC02 THEME 3 - CC eC02 Theme 3 - Consumables	Ethanol	3.00	<input type="checkbox"/>
2.0	S	EC02 THEME 3 - CC eC02 Theme 3 - Consumables	Methane	3.00	<input type="checkbox"/>
3.0	S	EC02 THEME 3 - CC eC02 Theme 3 - Consumables	Delivery charges	1.00	<input type="checkbox"/>

Supplier For All Line Items

Supplier Currency Add

[3] Search-up the supplier that you want using the magnifying glass, and indicate currency also. Click 'Add', this action will apply to all the line items that you have created. If the vendor you want to choose cannot be found, you might have to follow the process to add new vendor to the system (Kindly visit Intranet for checklist and details), before being able to select.

Back To Summary New Preview Submit **Abort**

Purchase Requisition No. PR00005262 **Copy From** **Copy**

Requestor C4T0035 ANG TENG KEAT EUGENE

Header Shipment Detail Remarks Attachments

Add Browse&Pick Delete

No.	Type	Item Code Description	Item Remarks	Qty/UOM	Sel <input type="checkbox"/>
1.0	S	EC02 THEME 3 - CC eC02 Theme 3 - Consumables	Ethanol	3.00	<input type="checkbox"/>
2.0	S	EC02 THEME 3 - CC eC02 Theme 3 - Consumables	Methane	3.00	<input type="checkbox"/>
3.0	S	EC02 THEME 3 - CC eC02 Theme 3 - Consumables	Delivery charges	1.00	<input type="checkbox"/>

Supplier For All Line Items

Supplier SIGMA-ALDRICH PTE LTD Currency Add

[4] Click the green arrow to enter into each line item (In this case this is line item 1), fill up the information below (Unit Cost, Unit Cost Discount, Tax Code, Pref Sup Tick). Repeat for line item 2 onwards.

- Supplier: The name of the selected vendor, already selected from your previous action
 CCY: Currency used in quotation, already selected from your previous action
 Cost type: B (Just leave as default)
 Unit Cost: Cost per Qty (quantity)
 Note: For online ordering via websites, always key in the highest amount. Reason being that sometimes those are just seasonal discount given, and It is over after the approvals are done and we end up with lower approved amount. With higher PO amount, Admin can do PO variation to correct to actual incurred amount.
- Disc % / Amt: Discount in percentage, indicating the percentage will generate the amount
 Total Pre tax: Price before GST for that line item
 Tax/Tax Amt: Applicable Tax%, always select GST0 for overseas company. If it is a Singapore GST-registered company, select GST8. If it is Singapore company but not GST-registered, select GST0.
- Home Total After Tax: Price after Tax (Converted into SGD-equivalent for reference purpose)
 Pref Sup: Always check this box, this is essential for the process

The screenshot shows a 'Purchase Requisition' form for 'Cambridge Centre for Advanced Research and Education in Singapore Ltd'. The 'Requestor' is 'ANG TENG KEAT EUGENE'. The 'Supplier For All Line Items' is 'VEN000007 SIGMA-ALDRICH PTE LTD' with 'Currency' set to 'SGD SINGAPORE DOLLAR'.

The 'Line Item Information' table is highlighted with a red border and contains the following data:

Supplier	Type	Voucher No.	Voucher Date	Ccy	Cost Type	Unit Cost Ref / New	Unit Cost Disc (%) / Amount	Unit Cost After Disc	Total Pre Tax	Tax / Tax Amt	Home Total After Tax	Pref Sup	Remarks	FOC	Del
SIGMA-ALDRICH PTE LTD	N			SGD	B	170.0000	0.0000 / 0.00	170.00	510.00	GST8 40.80	550.80	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

[5] After completion of all line items, you can use 'Preview' button to check the total amount (It takes 10+ seconds to load). Kindly note that the total amount generated from this preview is before GST, so you can tally to the quotation amount's total before GST.

Cambridge Centre for Advanced Research and Education in Singapore Ltd. Purchase Requisition

Back To Summary New **Preview** Submit Abort

Purchase Requisition No. PR00005262 Copy From Copy

Requestor C4T0035 ANG TENG KEAT EUGENE

Header Shipment Detail Remarks Attachments

No.	Type	Item Code Description	Item Remarks	Qty/ UOM	Sel
1.0	S	EC02 THEME 3 - CC eC02 Theme 3 - Consumables	Ethanol	3.00	<input type="checkbox"/>
2.0	S	EC02 THEME 3 - CC eC02 Theme 3 - Consumables	Methane	3.00	<input type="checkbox"/>
3.0	S	EC02 THEME 3 - CC eC02 Theme 3 - Consumables	Delivery charges	1.00	<input type="checkbox"/>

Supplier For All Line Items

Supplier Currency Add

Line Item Information

Supplier	Type	Voucher No.	Voucher Date	Ccy	Cost Type	Unit Cost Ref / New	Unit Cost Disc (%) / Amount	Unit Cost After Disc	Total Pre Tax	Tax / Tax Amt	Home Total After Tax	Pref Sup	Remarks	FOC	Del
VEN000007 SIGMA-ALDRICH PTE LTD	N			SGD	B	0.0 100.0000	0.0000 / 0.00	100.00	100.00	GST8 8.00	108.00	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Reports

Report Title	Format	Printers
Purchase Requisition (Standard)	PDF	Printer Name Printer Type Copies
Purchase Requisition without Project Budget (Standard)	PDF	Printer Name Printer Type Copies
Purchase Requisition with Preferred Supplier at Line Item Level (Standard)	PDF	Printer Name Printer Type Copies
Purchase Requisition (CARES)	PDF	Printer Name Printer Type Copies

Done

TH5BC_PR_300030.pdf — Mozilla Firefox

https://caresoperations.com/TH5Web/faces/report/reportOutput.seam?cid=32425

1 of 1 Automatic Zoom

Cambridge Centre for Advanced Research and Education in Singapore Ltd

1 Create Way CREATE Tower #05-05 SINGAPORE 138602
 Tel: 66015445
 UEN: 201302109Z

Purchase Requisition

Ship To Location : RESEARCH WING LAB 1
 Shipment Term : NA
 Shipment Mode : R
 Reference : Sigma_12345
 Preferred Supplier : SIGMA-ALDRICH PTE LTD

Request Date : 30/01/2023
 PR No : PR00005262
 Requestor : ANG TENG KEAT EUGENE
 Customer Code :
 Source Voucher No. :
 Page No. : 1 of 1

Item No	Description	QTY	UOM	Unit Amt	Disc Amt	Total Amt	Required Date
1	EC02 THEME 3 - CONSUMABLES eC02 Theme 3 - Consumables Ethanol	3.00		SGD 170.0000	SGD 0.00	SGD 510.00	30/01/2023
2	EC02 THEME 3 - CONSUMABLES eC02 Theme 3 - Consumables Methane	3.00		SGD 100.0000	SGD 0.00	SGD 300.00	30/01/2023
3	EC02 THEME 3 - CONSUMABLES eC02 Theme 3 - Consumables Delivery charges	1.00		SGD 100.0000	SGD 0.00	SGD 100.00	30/01/2023
Total:						S\$ 910.00	

Remarks Tab

Requester needs to select the relevant template for Internal Remarks and External Remarks, and fill in any information required.

Internal Remarks – For ERP users to see

External Remarks – For Suppliers to see

Internal Remarks

Select the magnifying glass icon beside the Internal Remarks Code word, and choose the one relevant to your PR. Kindly note that the amount is based on the entire PR for the template, and not per item.

The screenshot shows the 'Purchase Requisition' interface for 'Cambridge Centre for Advanced Research and Education in Singapore Ltd'. The 'Remarks' tab is active. The 'Internal Remarks Code' dropdown is highlighted with a red box. A 'Search Remark Code' dialog box is open, displaying a table of remark codes. The code 'PR LESS THAN SGD1000' is highlighted with a red box in the table.

Remark Code	Remark Description
DEFAULT CONTACT	Default contact
DELIVERY LAB7	RESEARCH WING DELIVERY
PR LESS THAN SGD1000	
PR MORE THAN SGD1000	

Without deleting the wordings, fill in the necessary descriptions.

Template for PR LESS THAN SGD1000: Fill in description will do.

The screenshot shows the 'Purchase Requisition' interface for 'Cambridge Centre for Advanced Research and Education in Singapore Ltd'. The 'Remarks' tab is active. The 'Internal Remarks Code' dropdown is set to 'PR LESS THAN'. The 'Internal Remarks' text area contains the text '[Brief description of why this is needed] Chemicals required for testing.' and 'Total Cost < SGD1,000 (1 quotation required only)'. The text 'Chemicals required for testing.' is highlighted with a red box.

Template for PR MORE THAN SGD1000 (3 quotes obtained): Fill in description and reason for your chosen selection out of the 3 vendors. Reasons could include best value for money which might not necessary be the cheapest, but can vary between other reasons such as quality or lead-time etc, subject to PI's approvals. Always apply fair comparison (Apple-to-apple), for example if you are buying a high-end HPLC equipment then your other 2 quotes should also be high-end HPLC equipments or rather similar ones.

Back To Summary New Preview Submit

Purchase Requisition No. PR00005262 Copy From [] Copy

Requestor C4T0035 ANG TENG KEAT EUGENE

Header Shipment Detail Remarks Attachments

Internal Remarks Code PR MORE THA

[Brief description of why this is needed & reason for selecting chosen quotation out of 3]
 Chemicals required for testing. As compared to the other 2 quotes, Sigma is the cheapest and thus we have selected them.

Total Cost > SGD 1,000 (3 quotations required)

[Justification for not having 3 quotations, if any]

Internal Remarks

Template for PR MORE THAN SGD1000 (3 quotes not obtainable): Same template, fill in description of why it is needed. Also, fill in the Justification portion for why you are unable to obtain 3 quotes.

Back To Summary New Preview Submit Abort

Purchase Requisition No. PR00005262 Copy From [] Copy

Requestor C4T0035 ANG TENG KEAT EUGENE

Header Shipment Detail Remarks Attachments

Internal Remarks Code PR MORE THA

[Brief description of why this is needed & reason for selecting chosen quotation out of 3]
 Chemicals required for testing.

Total Cost > SGD 1,000 (3 quotations required)

[Justification for not having 3 quotations, if any]
 Have previously used this vendor in previous experiments, going with them again to maintain consistency in experimentation.

Internal Remarks

External Remarks

Select the magnifying glass icon beside the External Remarks Code word, and choose the one relevant to your PR. This depends on where you are delivering it to (Default contact for office delivery, Delivery Lab7 to lab).

External Remarks Code []

External Remarks

Search Remark Code

Remark Code [] Search Remark Description [] Search

Remark Code	Remark Description
DEFAULT CONTACT	Default contact
DELIVERY LAB7	RESEARCH WING DELIVERY
PR LESS THAN SGD1000	
PR MORE THAN SGD1000	

For delivery to Lab, requestors need to fill in their name as the first point-of-contact (Lab manager will be the backup). Requestors are encouraged to fill in their own contact number for easier facilitation.

External Remarks Code	DELIVERY LAE RESEARCH WING DELIVERY
External Remarks	<p>Please deliver to: C4T Lab, CREATE Research Wing Level 7, 1 Create Way, Singapore 138602</p> <p>First point-of-contact name: Aaron Contact number: 91234567</p> <p>Backup Lab Manager, Tel.: +65 9018 2051, labmanagement@cares.cam.ac.uk</p> <p>To comply with the Covid-19 security requirements, please send us, no less than one week in advance: - The names of any delivery staff - The delivery vehicle number - The estimated date and time of delivery</p>

For delivery to office, it is just the standard template.

External Remarks Code	DEFAULT CON Default contact
External Remarks	If no other contact is given, please refer any enquiries to Khatijah Yusof (khatijah.yusof@cares.cam.ac.uk or +6566015445)

If it is to be ordered online via websites (Instead of sending an official PO), there is no need to use the template at all and you can just type Online Order.

External Remarks Code	
External Remarks	Online Order

Attachment Tab

Requester to attach all documents here, including quotation (or quotations) and any other supporting documents or emails. You can also indicate under File Description what are these documents.

Header	Shipment	Detail	Payment Info	Remarks	Attachments	
<input type="button" value="Add"/> <input type="button" value="Delete"/>						
No.	File Name		File Description	MIME Type	File Size	Del
1	Temperature+pH_Sensors_Omega.pdf	Download	Omega Quotation (Chosen)	application/pdf	96.5 KB	Delete <input type="checkbox"/>
2	Temperature+pH_RS_Quotation_A1006528243.pdf	Download	R5Components Quotation	application/pdf	19.58 KB	Delete <input type="checkbox"/>
3	Temperature+Pressure_Quote_Summary_from_Cole-Parmer.pdf	Download	Cole Parmer Quotation	application/pdf	89.98 KB	Delete <input type="checkbox"/>

Submit your Purchase Requisition:

Once you are done with all the tabs, you are ready to submit the PR.

- Back to Summary: Save as Draft, can amend later.
- Submit: Submit this to Finance Purchaser to check, before routing for PI approvals.
- Abort: Use this button if you no longer require the PR, it will be deleted.

1. Once checked by CARES Purchaser and approved by Two Cambridge PIs, CARES Purchaser will then generate Purchase Order (PO) and will submit PO for CARES Director's final approval
2. Upon approval, the Office Admin will email the approved Purchase Order to the vendor (For PO that we don't need to send to vendors, Office Admin will email internally. Such examples include online purchases we make from websites directly, or travel & accommodations etc.)

Explanation of PR Summary Screen / Status checking

Cambridge Centre for Advanced Research and Education in Singapore Ltd. Purchase Requisition Search Forms

Filters: Draft (9) Pending Draft (5) Cost Confirmation (1) Pending Approval (0) History (4431)

PR No.	PR Date	Requester	SBU	Type	Source Voucher No.	Customer	Source PR No.	Reference No.	Status	Approval Info	Created By	Created Date	Last Updated By	Last Updated Date	Posted By	Posted Date
PR00005261	27/01/2023	KATY LEE JONES	P2PET	R				ZhouQi Internshipend Feb-June	N		KATY LEE JONES	27/01/2023	KATY LEE JONES	27/01/2023	KATY LEE JONES	27/01/2023

Draft: PR has not yet been submitted, or has been rejected for your amendment.

Pending Draft: PR submitted, pending check by CARES Purchaser or approvals of PIs

Cost Confirmation / Pending Approval: Approvals by PIs obtained, pending CARES Purchaser action to generate PO

History: All PRs that have been PO generated already

At anytime, you can use the ‘i’ button located as per shown below to open up the approval information, this shows everything on when it was rejected/approved and all the remarks as well as who it is pending with currently.

PR No.	Revision No.	PR Date	Requester	SBU	Type	Source Voucher No.	Customer	Source PR No.	Reference No.	Status	Approval Info	Created By	Created Date
PR00005255	0	25/01/2023	NICHOLAS JOSE	AMPLE	R				GI/Exp/22-23/131222-N1	A		NICHOLAS JOSE	25/01/2023
PR00005254	1	20/01/2023	SALCEDO MARIA CARMENCITA MENDOZA	IRP1_P2	R				OPS 103L18168 - Alexei	A		SALCEDO MARIA CARMENCITA MENDOZA	20/01/2023
PR00005250	0	20/01/2023	SIM CHUN		R				Quote for Battery	A		SIM CHUN	20/01/2023

No.	Transaction	Approving Officer	Action	Submission Date Time	Remarks
1	Purchase Requisition	VAN HA	R	26/01/2023 08:44:00	Hi, please amend the SBU to IRP1_P2. Thank you.
2	Purchase Requisition	VAN HA	A	26/01/2023 12:56:36	
3	Purchase Requisition	Alexei	A	26/01/2023 16:57:31	
4	Purchase Requisition	MK	A	27/01/2023 10:29:06	
5	Purchase Cost Confirmation	VAN HA	A	27/01/2023 14:21:42	

Done

Email for the purchase

Once the PO has been approved, Office Admin will send out the PO email to vendor as per shown below (With requestor, lab manager and others in the CC loop). If otherwise it's a type of PO that doesn't need to be sent to the vendor (Example online orders through website), Office Admin will send the email internally to Finance Person and requestor to proceed with the purchase.

Cambridge PO_C4T2RE_1138

KY Khatijah B. Yusof
To: Avant Scientific Pte Ltd <avantscientific@gmail.com>
Cc: Eugene Ang; Van Ha Duong; Markus Kraft; Joy Haughton; Crystal Chieng; Chun Siong Sim; Dai Chencheng (Dr) <daicc@ntu.edu.sg> Wed 25-Jan-23 11:43 AM

PO_C4T2RE_1138.pdf 138 KB
AB2023010801_Dai_Chencheng... 60 KB

2 attachments (198 KB) Save all to OneDrive - University of Cambridge Download all

Dear Sales In-Charge,

Kindly acknowledge our order confirmation.

Please be informed that due to the safety measure and restrictions from the building management, we need at least one week to schedule any delivery and notify them.

Hence, please provide us with your delivery staff information as follows.

Name:
Vehicle No.:
Mobile:
Date of delivery:
Time of delivery:

Important Note:
To avoid delay in payment processing, kindly attention your invoice to:
Cambridge Centre for Advanced Research and Education in Singapore Ltd
Attention to: Crystal/Eugene

Thank you.

Best regards
Khatijah
Cambridge Centre For Advanced Research and Education In Singapore Ltd.

OTHER USEFUL INFORMATION

Urgent Purchase

In the event that you have a really urgent purchase that you wish to carry out in just 1-2 days time, you have a few options as per below (However we advise you to raise the PR instead of doing this urgently last minute):

- 1) Raise a PR as per normal, but communicate (via email or skype/Teams message) to CARES Purchaser or approvers to get them to approve the PR in Synergix. After CARES Purchaser has generated the PO after PR approvals, communicate (via email or skype/Teams message) to Prof Markus to approve the PO in Synergix. This usually still takes at least 1-3 days fastest because the PR is only pending at one person's end at a time (They take turns for the approvals in Synergix), and the Profs have a busy schedule.
- 2) If it is a small value item and you are willing to pay first for it, kindly seek approvals (through email) from the Cambridge PIs that are linked under your project (stating what you are buying, the cost and which grant it will be charged under) and that you will be paying first and getting staff claim. No need to raise a PR in this case, but kindly keep all invoices/receipts/proof of payment and submit through Staff Claim Module.
- 3) Any other case, please kindly contact Finance Team.

Receiving process

Kindly refer to CARES intranet under the Finance Section on Receipt of goods or services (How Tos > Finance).

Import GST process

For purchase of physical goods from overseas vendor, Import GST / duties may be incurred afterwards when the goods arrive into Singapore. Kindly refer to CARES intranet under the Finance Section on Information about Import GST (How Tos > Finance).

Item cancellation process

Kindly refer to CARES intranet under the Finance Section on Item Cancellation (How Tos > Finance).

Selection of service code (Between Consumables and Equipment)

For scientific items, usually the selection are as such and can result in confusion:

-Consumables

-Small Lab Equipment (\$1,000 to \$5,999)

-Mid-range Equipment (\$6,000 to \$54,999)

-Fixed Asset Equipment (>\$55,000)

(Keep in mind the mentioned amounts are for per piece or per set)

POXX001	Purchase of lab computer set (For measuring data)		
Qty	Line item description	Unit cost after GST (\$\$)	Net cost after GST (\$\$)
1	Specialized PC	4500	4500
1	Mouse	1500	1500
1	Data measurement tool	1000	1000
			7000
Service code to use: Mid-range Equipment (\$6,000 to \$54,999)			
Reason: This is one whole set of equipment.			

POXX002	Purchase of lab computer set (For measuring data)		
Qty	Line item description	Unit cost after GST (\$\$)	Net cost after GST (\$\$)
2	Specialized PC	2000	4000
2	Mouse	500	1000
2	Data measurement tool	1000	2000
			7000
Service code to use: Small Lab Equipment (\$1,000 to \$5,999)			
Reason: This is 2 set of lab equipments being bought, for the price of \$3500 each.			

POXX003	Purchase of various chemicals for experiment		
Qty	Line item description	Unit cost after GST (\$\$)	Net cost after GST (\$\$)
1	Ethanol	100	100
1	Methane	100	100
10	H2O2	500	5000
			5200
Service code to use: Consumables			
Reason: This is the nature of the purchase (Consumables). Regardless of \$ amount, it will always be Consumables.			

POXX004	Equipment fittings		
Qty	Line item description	Unit cost after GST (\$\$)	Net cost after GST (\$\$)
30	Special screws	20	600
50	Special partitions	50	2500
100	Stainless steel knobs	100	10000
			13100
Service code to use: Can either be Consumables (<\$1,000) or Mid-range Equipment (\$6,000 to \$54,999), subjective.			
Reason: Can be treated as an entire set of fittings using Mid-range Equipment, or treated as consumables since each piece is lower than \$1000, have useful life of less than 1 year and somewhat consumable in nature.			