

## Purchase Request Checklist

### Obtaining the quotation

To ensure the quotation is fully useable, feel free to include the following lines in any email request to a supplier:

So that we can order from you, please ensure that the quotation:

- Is addressed to:  
Cambridge Centre For Advanced Research and Education In Singapore Ltd  
#05-05 CREATE Tower  
1 Create Way  
Singapore 138602
- States whether GST is applicable
- Any delivery cost, which should be included as a line item.
- The length of validity of the quotation

### Reviewing the Quotation

1. Is the address correct? Customer (billing) address should be to CARES office, whereas delivery address should be to Level 7 Lab for researchers (This will be stated in PR/PO External Remarks later on).

Note that due to our connection with NUS and NTU, we will occasionally get quotations addressed to these. These are invalid, so kindly let them know we are from CARES.

**CUSTOMER ADDRESS**  
Cambridge Ctr For Advanced Research and Education in Singapore Ltd  
1 Create Way  
#05-05 Create Tower  
138602 Singapore  
Singapore

**CUSTOMER CONTACT**  
Sun Libo/A/P Markus Kraft  
+6585235593  
sunlibo@ntu.edu.sg

**SHIPPING ADDRESS**  
Cambridge Ctr For Advanced Research  
1 Create Way  
C4T Ias2 Create Research Level 7  
138602 Singapore  
Singapore

2. Is the quotation still valid? Most quotations are valid for 30 days only.

VALID FROM	VALID TO
15/04/2022	15/05/2022

**If a quotation is a week or less from expiry it may expire during the process of raising the purchase request.**

3. Does the quotation list the unit price?
4. Does the quotation specify whether GST is included?
5. Does the quotation list the delivery cost? **The delivery cost is often included in the terms and conditions, rather than a line item. Please make sure you read the entire quotation to check this.**

"PLEASE CONTACT US TO CHECK FOR STOCK AVAILABILITY AND LEADTIME"

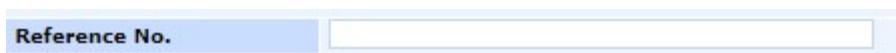
Delivery charge of S\$60.00 is applicable (except for government-affiliated bodies) for purchases less than S\$250.00

## Producing the Purchase Request

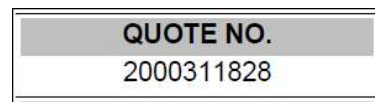
### Header Tab



1. Have you entered the correct SBU? This refers to the grant you are charging this purchase to, usually you can only select the project that you are tagged to.

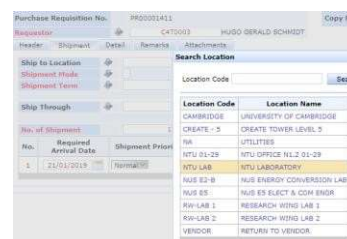


2. Have you entered the correct reference number? This is a short form of a company name (e.g. Sigma-Aldrich can become Sigma or even Sig) + the Quotation Reference Number. Try to keep this as short as possible but include the full quote number. In this case, it will be Sigma\_2000311828

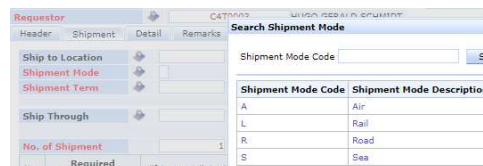


### Shipment Tab

3. Have you listed the correct delivery location?  
 Researcher: RW-Lab1 or RW-Lab2  
 HQ Team: CREATE-5



4. Have you listed the correct shipment mode and shipment term?  
Local company: Road, N/A 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 or service): Road, N/A terms



## Detail Tab

5. Has the correct Item Code been included? This is an area where there are many errors – ensure you understand the distinction between consumables and equipment.

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 1L	2.00	<input type="checkbox"/>	
2.0	S	EC02 THEME 3 - CC eC02 Theme 3 - Consumables	Nitrogen 1L	3.00	<input type="checkbox"/>	
3.0	S	EC02 THEME 3 - CC eC02 Theme 3 - Consumables	Delivery charges	1.00	<input type="checkbox"/>	

6. Has the correct Quantity / Number of Units been entered?
7. Have you included the **Delivery Cost** as a line item?
8. Is the cost above SGD 1,000? If so, have three quotations been provided? If not, why not?

Ccy	Cost Type	Unit Cost Ref / New	Disc %/ Amt	Total Pre Tax	Tax/ Tax Amt	Home Total After Tax	Pref Sup
Please Select	B	0.0 0.0000	0.0000 / 0.00	0.00	Please Select 0.00	0.00	<input type="checkbox"/>

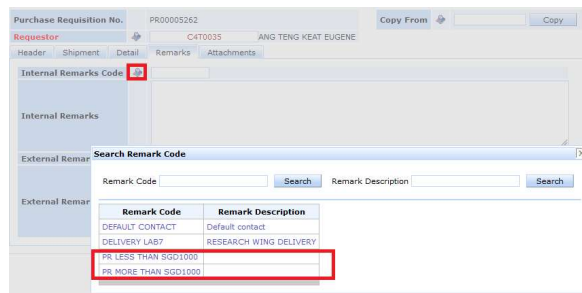
9. Does the currency match what is on the quotation?
10. Does the Unit Cost match the quotation? Enter discount% if any.
11. Is GST0 or GST8 selected?
12. Is the Preferred Supplier box ticked?

## Remarks Tab

### 13. PR Internal Remark

-Has the relevant Internal Remarks Code been selected and filled in? Kindly do not delete the text indicated in the remark template.

-If there is a purchase above S\$1000, are there 2 more comparison quotes? If not, why? Kindly state it inside the Justification section of the remark template for PR MORE THAN SGD1000.



The screenshot shows the 'Purchase Requisition No.' PR00005262 and the 'Requestor' C4T0035. The 'Remarks' tab is selected. The 'Internal Remarks Code' field is highlighted with a red box. A 'Search Remark Code' dialog box is open, showing a table of remark codes and descriptions. The table has two columns: 'Remark Code' and 'Remark Description'. The rows are: 'DEFAULT CONTACT' (Default contact), 'DELIVERY LAB7' (RESEARCH WING DELIVERY), 'PR LESS THAN SGD1000', and 'PR MORE THAN SGD1000'. The last two rows are highlighted with a red box.

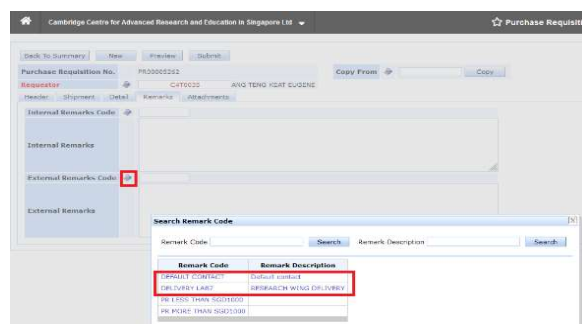
Remark Code	Remark Description
DEFAULT CONTACT	Default contact
DELIVERY LAB7	RESEARCH WING DELIVERY
PR LESS THAN SGD1000	
PR MORE THAN SGD1000	

### 14. PR External Remark

-Has the relevant Internal Remarks Code been selected? (DEFAULT CONTACT for office delivery, and DELIVERY LAB7 for lab delivery).

-For delivery to laboratory, there is a section to insert your contact name as first-point-of-contact, as well as contact number.

-If this is to be ordered online (via website instead of sending PO to vendor), you can simply write 'Online Order' will do instead of using template.



The screenshot shows the 'Purchase Requisition No.' PR00005262 and the 'Requestor' C4T0035. The 'Remarks' tab is selected. The 'External Remarks Code' field is highlighted with a red box. A 'Search Remark Code' dialog box is open, showing a table of remark codes and descriptions. The table has two columns: 'Remark Code' and 'Remark Description'. The rows are: 'DEFAULT CONTACT' (Default contact), 'DELIVERY LAB7' (RESEARCH WING DELIVERY), 'PR LESS THAN SGD1000', and 'PR MORE THAN SGD1000'. The last two rows are highlighted with a red box.

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

15. Have you attached the correct quotation as well as any other documents (Such as comparison quotes if above S\$1000 SGD)? Do also indicate what file these are at File description.

Header Shipment Detail Payment Info Remarks Attachments						
Add		Delete				
No.	File Name		File Description	MIME Type	File Size	Del
1	Temperature+pH_Sensors_Omega.pdf	Download	Omega Quotation (Chosen)	application/pdf	95.5 KB	Delete <input type="checkbox"/>
2	Temperature+pH_RS_Quotation_A1006528243.pdf	Download	RSComponents 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"/>

### Purchase Request Preview

16. Do the unit costs as well as the total cost of the P.R. Preview tally with the quotation being used? Take note that the PR Preview generated is the total cost before GST, and should tie to your quotation amount 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

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.

Subject

**Reports**

Report Title	Format	Printers
		Printer Name Printer Type Copies
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
<b>Purchase Requisition (CARES)</b>	PDF	Printer Name Printer Type Copies

Done