

HOW TO ORDER GOODS

Open up EDRS this can be found at

<https://edrs.eng.cam.ac.uk/>

The screenshot shows the 'Department of Engineering Requisitions' page. At the top left is the University of Cambridge logo. At the top right is a search bar and navigation links: 'Contact us | A-Z | Email & phone search'. Below the header is a green banner with the text 'Department of Engineering Requisitions'. Underneath is a breadcrumb trail: 'University of Cambridge › Department of Engineering › EDRS'. A welcome message follows: 'Welcome to the engineering department requisition system. This system is available to all staff and postgraduate students.' The page is divided into two columns: 'Tools' and 'Information'. The 'Tools' column contains links: 'Make a requisition for goods or services', 'Approve a pending requisition', 'Manage your favourites lists', 'Look up a project or job number', 'Delegate spending authority on one of your projects or job numbers', 'View requisitions', 'Stores catalogue', 'CUFS Expenditure Reports (CUFSE)', and 'Reports for finance office'. The 'Information' column contains links: 'Preferred suppliers', 'Purchasing codes', 'Procurement in the Engineering Department', 'Purchasing thresholds in use in CUED', 'University financial regulations', 'EDRS installation instructions for CUED stores', and 'Contact CUED purchasing'. At the bottom left, there is a copyright notice: '© 2011 University of Cambridge Department of Engineering Information provided by edrs-tech'.

Click on 'Make a requisition for goods or services'

Put as much information as possible in the Tagline

The screenshot shows the 'New Requisition' form. It features a green header with 'Department of Engineering Requisitions'. Below the header is a breadcrumb trail: 'University of Cambridge › Department of Engineering › EDRS › Web Requisitions'. The main heading is 'New Requisition'. Below this is a 'Tagline:' label followed by a text input field. To the right of the input field is a button labeled 'New Requisition'.

Click 'New Requisition'

It is always a good idea to look in the Market Place as you may be able to find what you are looking for there. This is also where you will find the various punch-outs for ordering computers from **Dell** and **Academia** and also the **Blackwells punch-out for books**.

UNIVERSITY OF CAMBRIDGE

Department of Engineering Requisitions

University of Cambridge · Department of Engineering · EDRS · Web Requisitions

Requisition 89313

Supplier | Items | Costing | Approval | Documents | Notes | Assets | Confirm

Tagline:

Please enter part of the supplier name and click 'Search', [use the Marketplace](#) or [use your favourites](#).

Supplier: Search

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If you do not use the Market Place you must know the name of the Supplier. Type in the Supplier name and click 'Search'. This will come up with a list of Suppliers with the same or similar names, find the correct one and click on it. This will automatically put the name into the purchase order and moves you to the next screen where you are asked to list the items you wish to purchase. You will see that some of the titles above are coloured in pink. This is the system telling you that you need to complete these sections before the Purchase Order can be accepted.

University of Cambridge · Department of Engineering · EDRS · Web Requisitions

Requisition 89322

Supplier | **Items** | Costing | Approval | Documents | Notes | Assets | Delivery | Confirm

Tagline:

Supplier:

Currency: GBP (Pound Sterling)

Qty	UoM	Part	Description	VAT	Unit price	Total
	Each			NO UK VAT		Del Copy
			Category <input type="text"/>			Browse
	Each			NO UK VAT		Del Copy
			Category <input type="text"/>			Browse
	Each			NO UK VAT		Del Copy
			Category <input type="text"/>			Browse
	Each			NO UK VAT		Del Copy
			Category <input type="text"/>			Browse
	Each			NO UK VAT		Del Copy
			Category <input type="text"/>			Browse
					Total VAT	
					Total incl VAT	

Add more lines to this requisition · Add a favourite item · Add these lines to your favourite items

You will need to check if VAT is to be added and if so at what rate (these are the most common ones).

SR20.0% (Standard rate)

- Vast majority of goods or services purchased within the UK
- Purchasing from UK based company who are VAT registered.
- Reduced rate RR5% Domestic fuel or power

ZR0.0% - Examples include:

- Travel tickets by air, rail and road
- Books, booklets, brochures, pamphlets, leaflets
- Newspapers, journals, periodicals
- Food or catering provided to STUDENTS as a closely related supply to the education provided
- Sales of medically exempt items – ME0.0% - this also requires a medical exemption form to be attached to the requisition (ask admin or purchase-enquiries@eng.cam.ac.uk)

If you are not sure of the VAT rate for your purchase please ask one of the admin team or email purchase-enquiries@eng.cam.ac.uk for advice. This is particularly important for purchases from overseas where rules have changed since Brexit.

If you are paying for the items from a Project put in the Project Number (always starts NM) and click search

Requisition 89322

Supplier Items Costing* Approval Documents Notes Assets Delivery Confirm

Tagline:

Supplier:

Qty	UoM	Part	Description	VAT	Unit price	Total
1	Each			NO UK VAT		

Proj	Award	Task	Expenditure type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Show an abbreviated list of expenditure types. Untick to see all permitted expenditure types.

[Search](#)
[Use GL account instead](#)

[Add separate costing instructions for some items](#)

You will see a list of Task options, choose the one appropriate for your purchase. If in doubt, ask!

Requisition 89322

Supplier Items Costing* Approval Documents Notes Assets Delivery Confirm

Tagline:

Supplier:

Qty	UoM	Part	Description	VAT	Unit price	Total
1	Each			NO UK VAT		

Proj	Award	Task	Expenditure type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Show an abbreviated list of expenditure types. Untick to see all permitted expenditure types.

Select from the list below.

- [Task 1 Other Costs/Consumables](#)
- [Task 1 Other Costs/Miscellaneous](#)
- [Task 1 Major Res Facilities - Usage](#)
- [Task 1 Small Res Facilities - Usage](#)
- [Task 1 Travel/Conference](#)
- [Task 1 Travel/Foreign](#)
- [Task 1 Travel/Home](#)
- [Task 1 Travel/Subsistence](#)

If the goods are being paid for from a GL account (four figure number) click GL account and the boxes will change.

Requisition 89322

Supplier Items Costing* Approval Documents Notes Assets Delivery Confirm

Tagline:

Supplier:

Qty	UoM	Part	Description	VAT	Unit price	Total

JobNo	Org	Dept	CC	SoF	Spare
<input type="text"/>	U	NA	<input type="text"/>	<input type="text"/>	0000

Show an abbreviated list of expenditure types. Untick to see all permitted expenditure types.

[Search](#)
[Use project instead](#)

[Add separate costing instructions for some items](#)

Once the GL/Project code has been confirmed you will be taken to the Approval screen. Sometimes there is only one person who can approve, sometimes there are several.

Requisition 89322

Supplier ✓ Items ✓ Costing ✓ Approval ✗ Documents ✓ Notes ✓ Assets ✓ Delivery ✓ Confirm ✗

Tagline:
Supplier:

Project Task PI Allocated cost Approver

The screenshot shows a requisition form for Requisition 89322. At the top, there is a navigation bar with tabs: Supplier ✓, Items ✓, Costing ✓, Approval ✗, Documents ✓, Notes ✓, Assets ✓, Delivery ✓, and Confirm ✗. Below the navigation bar, there are input fields for 'Tagline:' and 'Supplier:'. At the bottom, there is a table with columns: Project, Task PI, Allocated cost, and Approver. A blue dot is visible under the 'Approver' column.

If you have a quote you will need to go to documents and add this. Add any notes you wish to make, check the delivery address is marked as the top one (unless you have been advised differently).

NA Engineering Department of Engineering
Trumpington Street

The screenshot shows a requisition entry for 'NA Engineering' with the department 'Department of Engineering' and address 'Trumpington Street'. A blue dot is visible next to 'NA Engineering'.

You should see that all of the tabs are now green, if not you will need to go back and find out what is missing. You can now send it for approval.

Requisition 89322

Supplier ✓ Items ✓ Costing ✓ Approval ✓ Documents ✓ Notes ✓ Assets ✓ Delivery ✓ Confirm ✓

Tagline:

The screenshot shows the same requisition form as before, but now all tabs in the navigation bar are green, indicating they are completed. A 'Send this requisition for approval' button is visible below the 'Tagline:' field.

UPDATE

Quotes

If a requisition is over £1000 *either* three competitive quotes *or* three written proposals are required (unless it is a marketplace order), depending on the complexity, risk, and value of the purchase - contact the purchasing office for advice. You will need to attach all three quotes to the requisition under the 'Documents' tab.

If there is only one supplier for the goods you will need to complete a Single Source Dispensation – form available from admin or purchase-enquiries@eng.cam.ac.uk

Fixed Assets

The University tracks assets costing more than £5000. For high value items you need to mark them as Fixed Assets under the 'Assets' tab (note that the asset value includes vat).