



### Online Ordering New User Requests

Trust staff without an existing user account for online ordering can request a New User Setup by submitting

**Account Holder Full Name** (including forename and surname)

**Email address**

**Requisition point numbers** (these are 6-digit codes usually consisting of 2 letters and 4 numbers)

**Department name and location**

**Authorising Line Manager** (including holder Name)

**Authorisation Limit** (if applicable - this will be subject to verification with your Finance department)

**Systems required** (Oracle iProc / eSeries Integra / Supply Chain Online)

Please note that systems access requests for eSeries Integra also requires submission of a 'Request for

Contact details for Buying [Systems Page](#) Coordinators can be found on the