Online Ordering New User Requests

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

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Account Holder Full Name (including forename and surname)

Email address

Requisition point numbers if known (these are 6-digit codes usually consisting of 2 letters and 4 numbers i

Department name and location

Authorising Line Manager Name (Budget 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)

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

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Contact details for Buying Systems Co-ordinators can be found on the Â