

## Introduction

To gain access to eProcurement you are required to complete a Finance System Access Request eForm. Your manager will need to approve your request for access to the eProcurement system (please attach to the eForm) and provide you with the following details for your eForm:

- Your primary Department ID (this is a 3 numbered ID)
- Your Project Code (if you have more than 1 project code, use your primary one in the eForm)
- \*\*Your shipping location (where you would like your goods and services primarily sent to)

\*\*If your manager cannot provide you with these details contact [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au) who can assist you

## Procedure

1. Access the form from the following link:

<https://www.adelaide.edu.au/finance/procurement/eprocurement/golive/>

2. Click **Request Access**

**eProcurement - Online Resources**

Access to eProcurement

**REQUEST**  
Access

Request access to eProcurement using the System Access Request Form. View the quick reference guide "[Requestor Access](#)" for more information on how to do this.

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**LOG IN**  
to eProcurement

Log in to eProcurement (once you have been granted access) by using your normal user ID and password. View the quick reference guide "[Personalising Requisitions](#)" to get started.

3. Click **Create a Fin Access eForm**

**Finance System Access Request Home Page**

 [Create a Fin Access eForm](#)  
Click here to create one of the Fin Access family of eForms.


[Update, Resubmit or Withdraw a Fin Access eForm](#)  
Click here to make changes to and resubmit a Fin Access eForm that has already been created, or to withdraw one.

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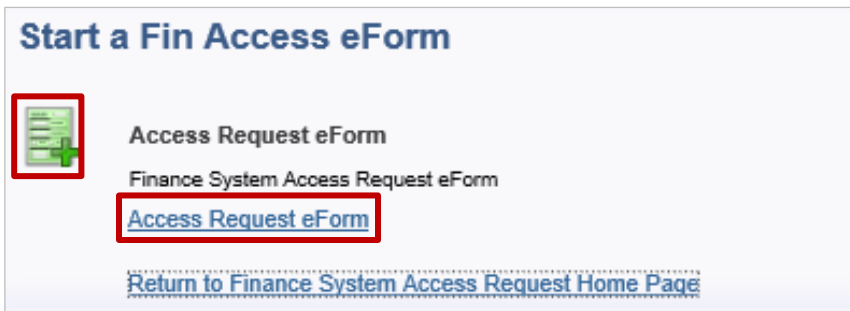
[Evaluate a Fin Access eForm](#)  
Evaluate a Fin Access eForm to continue through the approval route

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[View a Fin Access eForm](#)  
View a recently submitted Fin Access eForm, including information about its handling so far. Fin Access eForms submitted in the last month are listed here. This is a read-only view.

4. Click the  icon or **Access Request eForm**



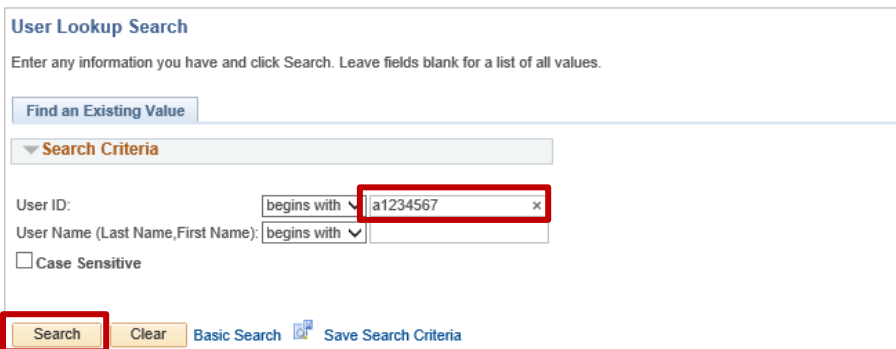
**Start a Fin Access eForm**

 **Access Request eForm**  
Finance System Access Request eForm

[Access Request eForm](#)

[Return to Finance System Access Request Home Page](#)

5. Enter your university ID number in the **User ID** field (including the 'a'). Click **Search**



**User Lookup Search**

Enter any information you have and click Search. Leave fields blank for a list of all values.


[Find an Existing Value](#)

▼ **Search Criteria**

User ID:


User Name (Last Name,First Name):

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)


6. The eForm will open with some of your details pre-filled. Complete the following sections and fields:

**Employee Information**

- Review the pre-filled details. If they are incorrect please email [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au)
- Add any personal details that are not pre-filled such as your email ID
- Insert your Primary Department ID number. You can search for the number by clicking  if you only know the department name



▼ **Employee Information**

Name	Richard Thomas	Position Number	10000000
User ID	a1234567	Position Title	IT Training Officer
eForm ID	12345		
*Email ID	<input type="text" value="richard.thomas@adelaide.edu.au"/>		
*Primary Department	<input type="text" value="10000000"/> 	Technology - Capital	

**Form Action**

- Select the appropriate **Justification** from the dropdown menu (eg **New** if you are a new user)
- Tick the appropriate **Request Type** (a new user will select **Addition (new user)**)



▼ **Form Action**

Justification

Are you replacing/backfilling an existing user in your department?  Yes  No

Replace/Backfill User

Request Type  Addition (new user)  Amendment  Remove All Access

Is this request temporary?  Yes  No

Effective Date From   Date To

### Roles

- Tick ePro Requestor and Enquiry Only

General Roles			
	Selected Roles	Role	
1	<input checked="" type="checkbox"/>	Enquiry Only	
2	<input checked="" type="checkbox"/>	ePro Requester	

### Requestor Information

- Complete all of these fields. Click the next to the **Location** and **Project** fields to find and confirm the codes. Contact finprosupport if you require assistance with the location fields.

**Requestor Information**

Please check / update your details

	Location	Ship To Location	Telephone	Project
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	15064160

7. Read the **Access and Usage Declaration - PeopleSoft Finance** and tick the **I Agree** box. If you do not agree with this declaration do not submit this form and discuss this with your manager.

**Access & Usage Declaration – PeopleSoft Finance**

The University's Financial Management System/s contain personal information of individuals and financial information that is confidential to the University. You should only access and use information as necessary for you to undertake your role at the University in accordance to policy and procedures. You must not share your password or allow another person to process, approve or submit requests under your personal log in. Inappropriate access to or use of personal or confidential information would be a breach of your obligations to the University and maybe subject to disciplinary action.

**\*I Agree**

8. If you don't have an email approval attachment, please enter your justification and supervisors name in the comment field prior to clicking **Submit**

**Comments**

Your Comment:

You will receive an automated email when access has been granted.

**Note:** You can check your access by clicking the following link:

<https://www.adelaide.edu.au/finance/procurement/eprocurement/golive/>.

Click **Log in to eProcurement**.

eProcurement - Online Resources

Access to eProcurement

Request access to eProcurement using the System Access Request Form. View the quick reference guide "Requestor Access" for more information on how to do this.

Log in to eProcurement (once you have been granted access) by using your normal user ID and password. View the quick reference guide "Personalising Requests" to get started.

### Contact Us

For further support or questions, please contact the Finance and Procurement Support Team.  
Telephone: +61 8 8313 3414 Email [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au)