When raising requisitions on the i-procurement system, the cost centre (i.e. your school) automatically defaults from the cost centre held against the person raising the requisition. Although every effort is made to ensure that this is correct at the point of setting up, it is very important that you check this the first time you raise a requisition. This document shows how this is done. If you find that the cost centre is incorrect, please notify iFS immediately on 028-90566347, so that it can be corrected. Note that you only need to check this once – normally when raising the first requisition on the system, but if you have already been using i-procurement and have not yet checked this code, please do so now.

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To view cost centre information, click on 'View Cart and Checkout'

Click on 'Edit' button



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View the cost centre within the Charge Account field. Your cost centre is the number after 01.

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