SciQuest ERM Access Form:

# User Details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** |  | **First Name(s)** |  |
| **University ID** |  | **UPI** |  |
| **Email** *(UoA address)* |  | **Organisation** *(UoA or other)* |  |

### User’s System Role: *(tick)√*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Researcher / Principal Investigator |  | Designated Laboratory Person |

### Note: A Designated Laboratory Person (DLP) must be a staff member, not a student. A DLP is responsible for validation and control of Shopping Carts and communications with the STC regarding these. Ensures quality, health and safety standards are adhered to and also receives and identifies the final location of goods.

|  |  |  |  |
| --- | --- | --- | --- |
| User’s Primary Lab Location: | | User’s Delivery Location: | |
| **Site/Sector** |  | **Site/Sector** |  |
| **Building** |  | **Building** |  |
| **Floor** |  | **Floor** |  |
| **Room** |  | **Room** |  |

### User’s Cost Allocation(s):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Access to accounts managed by Principal Investigator that will be used for chemical/laboratory purchasing including UniServices and others**  Note: List all projects you require access to. If there are several PIs you will need their signature against their projects. Insert extra rows if required. | | | | |
| *Cost Centre/Grant Number* | *PI Name* | *PI UPI* | *PI Notified* | |
|  |  |  | Yes | No |
|  |  |  | Yes | No |
|  |  |  | Yes | No |
|  |  |  | Yes | No |
|  |  |  | Yes | No |
|  |  |  | Yes | No |
|  |  |  | Yes | No |
|  |  |  | Yes | No |
|  |  |  | Yes | No |
|  |  |  | Yes | No |
|  |  |  | Yes | No |