Requesting R12 Access

There is two levels of access for raising requisitions in R12:

Shopper

The ability to raise requisition, which will require the approval of a reviewer within your Research Group.

Reviewer

The ability to raise and approve your own requisitions as well as approve the requisitions raised by shoppers within your Research Group.

All requisitions will require Finance’s approval, before a Purchase Order (PO) will be generated and the order placed.

How to Request R12 Access

Please email [paediatrics.orders@paediatrics.ox.ac.uk](mailto:paediatrics.orders@paediatrics.ox.ac.uk) with the following information

* Full Name
* Confirmation you have a payroll number (if you are a student or unsure we can contact HR to check)
* Research Group (OVG will need to include if they are Clinical or Lab)
* Level of access you will require
  + For Shopper – please Cc your line manager in (preferably someone who is set up as a reviewer on R12)
  + For Reviewer – Please Cc in either the Head of your Research Group or someone with delegated authority to grant this level of access.

The Paediatrics Finance Team will then complete your access form on your behalf. Once authorised this form is actioned by the Central Financial Systems Team and the Central Training Team. You should receive an email from the Training Team detailing the CoSy courses required for your level of access.

If you require any amendments or reinstatement of access, please contact [paediatrics.orders@paediatrics.ox.ac.uk](mailto:paediatrics.orders@paediatrics.ox.ac.uk) and we will be able to advise and complete any necessary forms as required.

**Please note:** That R12 access can lapse for a number of reasons and Paediatrics Finance Team will require you to confirm the reason with the Financial Systems Team ([financials@admin.ox.ac.uk](mailto:financials@admin.ox.ac.uk)) before we are able to complete a reinstatement form.