**Purchases for Items Listed on Catalogue Buy (any value) (**<https://share.nus.edu.sg/cpr/SitePages/NUSBulkTender.aspx>**)**

Regardless of the value, there is no need to compare price, justify or send COC. Instead under Procurement Type, state Catalogue Buy under procurement type.

Catalogue Buy is viewable only by staff.

**Procedure:**

User to directly fill up purchase request as part of the email rather than an attachment.

1. Copy and paste the table below onto email.
2. Fill up the details.
3. Send to PI for approval.
4. Forward to Lab Supplies staff ([chmbox17@nus.edu.sg](mailto:chmbox17@nus.edu.sg), cc [chmltfu@nus.edu.sg](mailto:chmltfu@nus.edu.sg), cc PI) along ***with PDF or printscreen of item in Catalogue Buy.***

|  |  |
| --- | --- |
| **Date** |  |
| **Requestor Name** |  |
| **Contact Number** |  |
| **Contact Email** |  |
| **Department** |  |
| **Delivery Address** |  |
| **Billing Address** | National University of Singapore, Department of Chemistry, Lab Supplies, Lower Kent Ridge Road, 8 Science Drive 2, S5-B-03, Singapore 117547 |
| **Procurement type** | Catalogue Buy |
| **EPV (Estimated Procurement Value) in SGD excluding GST** |  |
| **Purpose of Buy** |  |
| **Awarded Vendor Name** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Catalogue Product No.** | **Qty** | **Currency** | **Unit Price** | **Total Amount** | **Asset No. (if Applicable)** | **GL** | **WBS** |
|  |  |  |  |  |  |  |  |  |
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**Required documents:**

1. Screenshot or PDF of item from Catalogue Buy
2. Email Approval from WBS Owner