ACQUISITIONS - instructions

Before purchasing any item you need:

- to be registered in the platform for acquisitions: follow the instructions manual [here](#)[1].

- the approval both from the PI of the project and the Direction of LIP.

- For **acquisitions > 20€** it's mandatory to fill in the form [Requisição de Material](#)[2].

  - Select [Nova Requisição de Material](#)[3]

  - In your request, take into consideration the following:

    - Select the Supplier (fornecedor) from the list. If the Supplier is not in the list, please insert it, by filling [Novo Fornecedor](#)[4]. If you don't know yet which supplier you will use, select "**ZZ"** from the list of Suppliers.

    - Select the Project. (If the project isn't available for you to select, go back to the register phase and associate the intended project).

    - Fill in **Objectivo e/ou uso a dar ao material:** Please, make an understandable description of the material or service and its purpose, where and for what it will be used. Whenever it applies, mention the related project task. This information will be sent to the Funding Agency. The approval and reimbursement of the expense will depend on the clarity and adequacy of this information.

    - If you are buying a PC or a laptop, don't forget to identify also the name of the recipient of the computer, in the **Destinatário** field.

    - To generate the "Requisição" click the button **Inserir.**

  - Once the document "Requisição" is generated, it will have a unique number, which identifies your acquisition to our services. You need to:

    - Make the description of the materials, quantity, estimated price and VAT Rate [IVA]. Please note that, if you buy something in another UE country, the IVA tax still applies (23% for most of the normal acquisitions). If you buy something

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1   https://wiki-lip.lip.pt/Computing/Web_do_LIP/Plataforma_Material_e_Missoes
2   https://web.lip.pt/private/lip_aquisicoes/index.php
3   https://web.lip.pt/private/lip_aquisicoes/index.php?action=req&option=50
4   https://web.lip.pt/private/lip_aquisicoes/index.php?action=forn&option=50

outside UE country, there will be custom duties and taxes included in the final price.

- Never forget to click the button **Adicionar Material**, or else the request will stay empty and the value will be zero. You can add as many lines as you need.

- Invoice data will be added by our services.

- If you want to inform and ask permission to any other user, (besides the group PI) for this acquisition, please select the intended user from the list and click **Adicionar Utilizador.** The persons selected will receive an e-mail to sign the Request.

- You end your Request clicking the button in the top of the page "**Enviar para Chefe de Projecto**" (PI). The state of the request changes to Pendente. From this phase onwards you can no longer edit it. The Group PI will receive an e-mail to sign the Requisição. It will after be automatically issued to the Direction of LIP. When both signatures are collected your Request will change to Authorized and you will receive a confirmation e-mail.

Please make sure to start this Request before you purchase any item.

For more specific doubts contact the Secretariat or Accounting Team.