**Information gathering sheet for Oracle R12 access**

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| --- | --- | --- | --- |
| Email Address |  | Date |  |

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| Payroll number (on payslip)  Please ask [HR Manager](mailto:hr@materials.ox.ac.uk?subject=My%20payroll%20number%20for%20R12%20access) for this if you don’t have one |  | Oxford SSO username |  |

I need access for (tick all that apply):

⃝ Shopper ⃝ I confirm I have completed the “Shopper” online e-learning course (2hrs).  
Visit <https://www1.admin.ox.ac.uk/finance/support/training/>   
then Login to **CoSy** at the top of the page then search for “Shopper”.

⃝ Reviewer

⃝ Other – please specify

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Normally my deliveries need to go to:

⃝ Parks Road Science Area (Hume Rothery, Holder, ETB and Banbury Road i.e deliveries go to Hume Rothery Stores)

⃝ Rex Richards Area (Delivery to PTCL Stores)

⃝ Begbroke

⃝ Diamond Light Source (Harwell)

The person approving my requisitions is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send the completed form to: [Li Li Leong](mailto:li-li.leong@materials.ox.ac.uk?subject=R12%20Access)