1. Title of your request *
   *i.e. "Spectrometer maintenance agreement" or "Urgent structural repairs to Law Building" (Limit 255 characters)*

   Example Goods Dispensation

2. Why are you requesting dispensation from Financial Regulations? *
   *Select the most relevant option. This list is not exhaustive. You can use the 'Other' option to enter a reason specific to your request*

   - A) Technical compatibility, inc. upgrade to existing equipment;
   - B) Repairs and/or servicing of equipment where only one vendor carry-out the service (for proprietary or technical reasons)
   - C) Protection of technical or artistic rights, or in order to protect exclusive rights
   - D) Goods, works and/or services to be supplied constitute an extension of existing contract – where change of supplier would cause disproportionate technical difficulties, diseconomies or significant disruption
   - E) A one-off, unique opportunity that offers significant value
   - F) Extreme urgency, which was unforeseeable
   - G) Research and/or collaboration agreement(s) names a specific entity(s) in the grant award
   - Other
What are you seeking to purchase?

Goods are tangible items or products provided to you, the customer. Services are intangible activities, provided to you by a third-party. Services includes routine maintenance and repair.

Works, Construction and construction-related procurement involves purchases which can not be procured separately from the construction or alteration of a building. For example, lift maintenance and the procurement and installation of equipment such as air conditioning are NOT construction-related, as these can be procured separately.

3. This dispensation request relates to: *

- Goods and/or Services
- Works, Construction and/or Construction-related Services

Dispensation request approval route

If the value is £50,000 or less, the request will be routed to your Department for approval. Procurement Services will review all requests where total contract value is equal to or exceeds £50,000, or if your request involves a collaboration agreement.

4. What is the value of your dispensation request (ex. VAT)? *

- Greater than, or equal to, £50,000
- Less than £50,000

Goods and/or services request

Your request is for tangible goods, items or products provided to you, the customer, or for intangible services, provided to you by a third-party. Services includes routine maintenance and repair.

5. Supplier name *

As shown in the supplier database, on the supplier's official website or the supplier's Companies House record

Spectrometer Manufacturing Co.
6. Is this supplier currently registered with the University? *

You can check supplier status here, in the supplier database:

- Yes
- No

7. Total GBP value of your dispensation request (ex. VAT) *

Please enter total value for the length of the contract. For more information on calculating contract value, please see
https://www.procurement.admin.cam.ac.uk/information/dispensation#value

75000

8. How long do you require dispensation? *

For more information on calculating contract / dispensation length, please see
https://www.procurement.admin.cam.ac.uk/information/dispensation#length

- 1 year (or less)
- 2 years
- 3 years
- 4 years
- Other

9. Please provide a background summary on your requirement(s) *

This can expand on your reason selected earlier for why dispensation is required in this instance. Please also provide any information on risks and other options considered

This supplier is the clear market leader in research standard NMR instrumentation, provide a significantly larger range of hardware, and offer excellent local (UK) support. All the NMR
spectrometers in the department are from this supplier, so the proposed 500MHz spectrometer would allow us to interchange hardware within the NMR facility (e.g. probes, electrical boards and sample-changers) and minimise downtime on any instrument for our users. A stand-alone instrument from another supplier would pose significant hardware risks (downtime) in terms of breakdowns and the availability of spare parts/replacements. The technical support of our current instruments is outstanding because of the considerable technical know-how of our support staff who are able to deploy their experience (both in terms of software and hardware maintenance and support) across the facility.

10. Please summarise any commercial benefit, discount or saving that you have already secured from the supplier

*Optional. This can included anything of value the University is receiving by not going through 'competition'.

The quote for the 500MHz spectrometer offers significant ‘value for money’ (both for the department and the EPSRC) in that Bruker (by virtue of the scale of the company) can provide a ‘second hand’ magnet with new electronic hardware for £199K. An all new instrument would come in at £400K - significantly above our capacity to contribute towards the overall cost and requiring a greater contribution from the EPSRC.

11. What terms and conditions will be used? *

*The University’s standard terms and conditions should be used for every purchase, unless it is being purchased through a University consortia framework. For more information on terms and conditions, please see https://www.procurement.admin.cam.ac.uk/information/terms-and-conditions (https://www.procurement.admin.cam.ac.uk/information/terms-and-conditions).

- University
- Framework
- Supplier
- Other/Don’t Know

12. Elements included in the proposed contract

*Optional. Select all that apply

- Calibration / Tooling
- Consumables
- Critical parts
Grant funding

This covers all requests where the source of funds relates to research grants and contracts

13. Is this request grant funded? *
   - Yes
   - No

Grant funding information

14. Does grant funding cover the full cost? *
   *If not 100%, please state a high-level percentage figure for what portion will be grant funded*
   - Yes - 100%
   - Other

15. Research grant number
   *i.e. RG108162*
   RG012345
16. Project code and task number

*i.e. PTAG/007*

ABCD/123 Task 1

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**Payment**

In general, the University’s standard payment terms are 30 days from the date of the invoice. If you are required to pay in advance (full or in part), you will be asked to enter additional information later in this form.

17. What payment terms will be used? *

- University standard (30 days from date of invoice)
- Don’t know
- Other

18. Is an international payment required? *

*This includes any payment in a foreign currency*

- Yes
- No

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**International payment information**

International Payment Orders (IPO) are an electronic method used by the University to transfer funds to companies or staff with non-UK bank accounts. If your request will involve such a payment, you will need to request an IPO here:

https://www.finance.admin.cam.ac.uk/university-cashier-service/international-payment-orders-ipos

(https://www.finance.admin.cam.ac.uk/university-cashier-service/international-payment-orders-ipos)

19. Transaction currency *
As stated in the quotation or draft contract

EUR (Euro)

20. Original transaction amount *

Enter the amount in the currency selected above

15000

Advance payment

An Advance Payment (or Pre-Payment) is any payment to a supplier made before the University has received the goods, works and/or services. Such payments present a financial risk to the University and should be avoided wherever possible.

For more information on terms and conditions, please see https://www.procurement.admin.cam.ac.uk/information/advance-payments

21. Is an advance payment required?

- Yes
- No
- Don’t know
- Yes - covered as part of the research / collaboration agreement

Advance payment information

Anyone seeking to make such a payment must seek all necessary advice and receive approval prior to the payment being made.

The relevant Head of Department’s advice consent is needed for:
- any Advance Payment up to £10,000 (inc. VAT).
The Director of Finance’s advice and consent is needed for:
- any Advance Payment exceeding £10,000 (inc. VAT); and
- any Advance Payment made under early settlement terms exceeding £250,000 (inc. VAT).

For more information on terms and conditions, please see
https://www.procurement.admin.cam.ac.uk/information/advance-payments
(https://www.procurement.admin.cam.ac.uk/information/advance-payments)

22. Total GBP value of your advanced payment request (inc. VAT) *

Enter the nominal amount to be paid in advance. Advance payment values must be inclusive of VAT, as the entire amount paid in advance is at risk should the supplier fail to deliver the purchased goods, works or services.

12000

23. Please provide a background summary justifying why advance payment is needed *

Please include the consequences should the request for advance payment be declined

This portion of advance payment covers a maintenance contract, which provides remote access to diagnose issues quickly thus reducing the potential down time of the equipment. The contract also includes unlimited on-site emergency visits parts labour and travel all of which could prove costly to the department should we have instrument failure with on cover in place. Failure to pay for this upfront would see us acquire the equipment without these benefits, which could have a significant negative affect on research should the equipment fail unexpectedly.

24. Please summarise how the risk of potential supplier failure is being mitigated? *

This should be supported by your Head of Department

The company was incorporated in 1967 and is a PLC with registered offices in the UK. In their latest set of filed accounts they identified there principle risks as competitive, price, credit and currency and stated that their financial risk management objective is to ensure sufficient working capital for the company. Due to the nature of the supplier’s products in the event of supplier failure competitors would set into market to take on the products and the associated maintenance contracts.

25. Supplier number *

If the supplier is not registered at the University, please state ‘Not registered’ or ‘N/A’. The supplier database can be accessed here: https://www.finance.admin.cam.ac.uk/staff-and-
departmental-services/customersupplier-set/supplier-set

123456

26. Departmental cost code *

ABCD.ABCD

27. Please confirm the transaction will be compliant with University Health & Safety requirements

Optional, if relevant

N/A

Supporting documents upload and request coding

28. Please upload all received quotations, any relevant specifications, Head of Department approvals (where appropriate, i.e. if transacting on supplier terms) and any other supporting documents

Example documents: quotes, business cases, supplier terms and conditions, signed collaboration agreements

29. Transaction code *

For more information on coding, please see
https://www.finance.admin.cam.ac.uk/training/docs/ufs-codes

- E: Consumables expenditure
- P: Fixed assets
30. Commodity code *

For more information on coding, please see
https://www.finance.admin.cam.ac.uk/training/docs/ufs-codes/transaction-codes

- A: Audio-Visual & Multimedia Supplies and Services
- B: Library & Publications
- C: Catering Supplies & Services
- D: Medical, Surgical, Nursing, Dentistry Supplies & Services
- E: Agricultural/Fisheries/Forestry/Horticultural/Oceanographic Supplies & Services
- F: Furniture, Furnishings & Textiles
- G: Sports Science & Recreation
- H: Janitorial & Domestic Supplies & Services
- J: Utilities
- K: Computer Supplies & Services
- L: Laboratory/Animal House Supplies & Services
- M: Workshop & Maintenance Supplies (including Engineering)
- N: Museums & Art
- P: Printing, Reprographics & Photocopying
- Q: Telecommunications
- R: Professional & Bought-in Services, inc. consultancy
- S: Stationery & Office Supplies
- T: Travel & Transport (inc. Vehicle Hire & Subsistence)
- U: Health, Safety & Security
- V: Vehicles, Fleet Management (Purchase, Lease, Contract Hire)
31. Source of funds code *

If you are coding to a grant, please select 'M: Research grants and contracts'
For more information on coding, please see https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-3-chart-accounts/section-1-recommended-reading-5

- A: Chest
- M: Research grants and contracts
- P: Building projects
- Other

32. Any other relevant information

Optional. Please state if there are any important dates, deadlines or timelines to which you are working

33. Are you requesting this dispensation on behalf of someone else? *

- Yes
- No