



BIOREAGENT CORE ONLINE ORDERING SYSTEM (BROS) **USER REGISTRATION FORM**

DELEGATED USER INFORMATION (*mandatory)

- *User login ID (1st preference should be the username of the contact email/HKU Portal UID):
1 _____ 2 _____ 3 _____
- *Last Name: _____ *First Name: _____
- *Contact Email: _____ *HKU Portal UID: _____
- *Mobile No.: _____ *Lab Tel: _____
- *School/Department/Centre/Institute: _____ *Position: _____
- *Delivery Address: _____
- *User Role: ☐ Supervisor ☐ Staff ☐ Student

PRINCIPAL INVESTIGATOR INFORMATION

- *First Name: _____ *Last Name: _____ Position: _____
- *School/Department/Centre/Institute: _____
- *HKU Email/Contact Email: _____ *Tel: _____
- *Approval Limit for the Delegated User: _____ (max. HK\$15,000)
(Delegated user is allowed to complete any orders within the limit. Once the ordering amount exceeds the limit, approval from PI or supervisor is required to complete the order.)

BILLING INFORMATION

Valid HKU Account Code (can be more than one):

- *Billing Address: _____
- *Contact Tel: _____

SIGNATURES

I confirm that all the information above is VALID
and vendors can issue invoice base on the above information

- *Signature of Delegated User: _____ Date: _____
- *Signature of Principal Investigator: _____ Date: _____

Completed registration form should be submitted by email or in person.

Email to: enquiry.cpos@hku.hk and bioreagent.cpos@hku.hk

In-person delivery: 6/F, The Hong Kong Jockey Club Building for Interdisciplinary Research, 5 Sassoon Road