Central Procurement Office Website

These web pages provide up to date information on University procurement processes, guidance notes, terms and conditions, latest, contact details etc.

HEContracts

Sustainability Tip of the Month

Where possible request all suppliers to remove and take back packaging. Encourage suppliers to reuse existing materials. Why not have a local amnesty day for users to return redundant containers / packaging for suppliers to collect from a central point and reuse. Don’t Forget – reuse where possible

Recycling Tip of the Month

Instead of using disposable cups for your drinks bring in a cup/mug from home and use that, or alternatively, use a "Hug Mug" for drinks you purchase from any Food on Campus outlet. This will save waste and you will get discounted drinks.

Procurement Highlights

1. Supplier News / eMarketplace Updates

Blackwell's update

The team at Blackwell's, our campus bookshop, are coming up to twelve months in their temporary location, next to the Arthur Lewis Building. They'll be there until May 2018, when they will return to a permanent home in the redeveloped AMBS retail centre. Their service to the University is unaffected though, providing requisitioners with a comprehensive solution for their book requirements:

- Blackwell's supply 'in print' publications under institutional supply terms of 19% discount against RRP, with free delivery achieved regardless of order value. These pricing terms will often beat Amazon prices, with price matching facilities available upon request.
- Blackwell's are an integrated supplier on the 'eMarketplace' purchasing portal, enabling product searches and raising of purchase orders from one source. Their provision of end-to-end eProcurement removes the hidden admin costs of purchasing through payments cards.
- A dedicated team at Blackwell's Manchester handles UoM purchase orders, and Matthew, Jem and Ric are committed to providing excellent customer support and quick delivery turnaround, with a high proportion of orders delivered by hand to campus locations.
- Contact the team for advice on eBooks, hard to find/out of print books, or Blackwell Gift Card's.

If you’d like to learn more about how Blackwell's Manchester can help improve your sourcing for books, eBooks, stationery and gift cards, please speak to Matthew Stoppard on matthew.stoppard@blackwell.co.uk or 0161 273 3527.

They would also like to invite our requisitioners to an Open Day with refreshments and a prize draw, provisionally taking place week commencing 6th March 2017, with firm date and details to follow
2. Procurement News

Some news from colleagues:

Welcome to Alison Bates and Mark Worrall who joined the Office just before Christmas. Alison spent a number of years with Cheshire and Greater Manchester Probation Service whilst Mark previously worked for Stockport Foundation NHS Trust. Both bring a wealth of procurement experience and have quickly become involved with projects across a variety of areas.

Well done to Valerie Hunstone and Lorraine Elphick, in the Hub, who have both successfully qualified as first aiders at work. They both enjoyed the course and it is great that the Office and the John Owens Building have two more staff on hand should the need arise.

Farewell to Claire Dickinson who has left the University to set up her own vegan shop in Stockport. We wish her well with her new venture.

3. News Updates

NETpositive IMPACT OF THE HIGHER EDUCATION SUPPLY CHAIN

Since May 2016 a number of universities and purchasing consortia have provided their suppliers with access to free sustainability action planning tool; here are some of the very early findings from the first 1000 suppliers ...

The Central Procurement Office team ensure that all major spend has social, environmental and economic considerations embedded within the procurement process. We approve and support suppliers to deliver this and manage contracts to monitor related activity.
However, having over 8,000 suppliers providing goods and services to the University we recognise that they can help us do more!

We have worked with NETpositive Futures to develop a sector leading supplier engagement tool, which we encourage all suppliers to complete. This not only helps them formulate their own sustainability action plan (for free!) and minimise their risk in the supply chain, but it also enables us to help us understand our suppliers and therefore minimise the University’s impact in supply chains.

This in turn helps us demonstrate our commitment to responsible procurement and Goal 3, and also helps us discharge our obligations under the Modern Slavery Act (2015).

We’ve almost reached the University’s own initial target of 1,000 suppliers signing up to create action plans, and the tool has also now been successfully rolled out to 5 other Higher Education purchasing consortia, where the number of suppliers signing up is increasing day by day.

If you want to find out more then please visit:

http://www.procurement.manchester.ac.uk/procurementexcellence/responsible-procurement/responsibleprocurement-suppliers/

http://www.procurement.manchester.ac.uk/procurementexcellence/responsible-procurement/modernslavery/