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

HEContracts is a searchable contract database owned and managed by the HE Sector you can find contract information for all contracts available for use by University staff.

Responsible Procurement

In the recent report: Measuring the Difference: the Economic and Social Impact of the University of Manchester (2013) we were able to demonstrate the considerable positive contributions we make to wider society through our very existence as a learning and research-intensive institution.

Clearly a significant part of our impact relates to our considerable purchasing power as well as our economic contribution to society. We have come to understand that our positive impact can be enhanced further and that our procurement practices and processes offer an opportunity to maximise this potential.

We have been developing our understanding of taking a NETpositive approach to our procurement practices, exploring what this means for our procurement processes and engagement with our partners. We are confident that by adopting an approach that not only supports the reduction of our negative impacts but helps us to consider how we can enhance our positive impacts we will be able to engage effectively with both our internal and external stakeholders.

Taking a NETpositive approach also provides us with a sensible framework for reporting progress, which in addition to demonstrating our transparency also supports our aspiration to take a lead regionally and within the higher education sector by sharing our own learning.

Procurement Highlights

1. eMarketplace Updates

Science warehouse have updated several new search functionalities within our eMarketplace portal.

Please click here for more information:

eMarketplace updates
2. Procurement News

**Drop in Sessions - iProcurement**

iProcurement drop in sessions are now available from 1st April 2017 onwards. These sessions are designed to provide assistance to those who are having issues / problems with iProcurement. Please contact the Procurement Hub - procurementhub@manchester.ac.uk for further details.

3. News Updates

**HMRC Changes**

From 6 April 2017, HM Revenue and Customs (HMRC) are introducing a new system for taxing payments to certain outside contractors and consultants. The HMRC process change applies to all universities and other public bodies.

Under these new rules, all payments to workers who operate through a small company (known as a Personal Service Company or PSC) may now be subject to income tax and National Insurance (NI) deductions. These companies often (but not always) comprise just one individual.

To identify suppliers that fall under this new HMRC ruling we have had to change the new supplier request form and one-off payment form (links below). The changes to the forms include a checklist to identify if a company is in scope to be classed as a PSC and thereafter what documentation is required.

Please note the University has undertook a review of existing suppliers and are in the process of communicating with affected suppliers and also updating supplier Oracle records accordingly.

All payments made to PSCs within the scope of the new rules (i.e. judged to be a worker according to an assessment using the HMRC online tool) after 6 April 2017 will be net of income tax and National Insurance. Note this is a HMRC instruction and as such there will be no exceptions to the process.

The updated new supplier request forms (with new submission email address) and One off payment forms come into effect today and any new requests should be submitted using these, requests on old paperwork will be rejected. Apologies for inconvenience this may cause (any documents in flight) but we have to comply immediately.

**Supplier Form**


**One-Off payment**

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- **Riedel-de Haën®** high-quality research chemicals used in pharmaceutical production and bioscience.

- **Burdick & Jackson®** high-purity solvents, reagents and chromatography products for laboratories and pharmaceutical production.

- **Sigma-Aldrich®** solvents and inorganics sold into the European Economic Area

If you have any questions or would like further information please do not hesitate to contact your Local representative:

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