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

Over the course of the last 5 years, the Procurement Hub has enhanced its sustainability through the use of the University’s Green Impact tool. This tool has helped bring into focus important environmental, waste, and energy issues. Each year we have developed a deeper understanding of the steps we can take to help our office become more sustainable and environmentally-friendly. What’s more, it has also helped our office to network with other departments. For example, we have collaborated with students from the Geography department and CRUK. This experience provided us with an invaluable insight into sustainability and recycling issues across campus.

The overall impact of this environmental / social responsibility plan on our office has been extremely positive and this year we are proud to announce that we are on course in achieving Gold, the 4th award in 4 years. The Procurement Hub team is currently ranked 6th in the Green impact league.

Procurement Highlights

1. Contracted Supplier

If you should have any requirements for any of the 7 different areas below, please ensure that you used the list of approved agencies and printers in the first instance:

- Advertising agencies
- Printers
- Creative agencies
- Graphic designers
- Photographers
- Video and Film
- Web design/development agencies
Further details can be found at: http://www.brand.manchester.ac.uk/marketing-support/list-agencies-printers/

2. Procurement News

Engaging with our Suppliers
Working with an external partner, NETPositive Futures, the University has created a free on-line tool which allows suppliers to tell us about the economic, social and environmental impacts of their business. This generates a customised action plan, helping them to manage these impacts. It also helps us to meet our Social Responsibility targets under Goal 3 and also contributes to the University’s obligations under the Modern Slavery Act. Over 1,000 of our suppliers have now created social responsibility plans using this tool and we have produced a report outlining some of the issues and impacts that our suppliers have highlighted:
http://www.staffnet.manchester.ac.uk/news/university-news/display/?id=18462

This is a sector leading initiative and following Manchester more than 30 HEI’s and 4 consortia are now using the tool. Again following Manchester’s lead more Universities are adopting responsible procurement approaches:
http://www.procurement.manchester.ac.uk/procurementexcellence/responsible-procurement/

Meet the team from Banner
The new contract with Banner will commence on 1st August and in preparation for this, we are holding an Open Day, where you can drop in and meet the team from Banner. Details of the event are as follows:

When: 20th July 2017
Where: Ken Kitchen Committee Room, John Owens Building
Time: 10am – 4pm
3. Procurement Hub 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.

**Call off orders for the current financial year 2016 -17**

Please can you review all Call-Off orders that are for the current financial year 2016-17. If you are expecting future invoices please ensure there are sufficient funds on the PO, if not, please can supplementary lines to be added to the Call-Off order to avoid invoice delays.

You should now consider starting to raise your new Call Off Orders for the next financial year 2017-18 so that they are in place prior to 1st August.

Please note invoices cannot be paid against a Call Off order if it falls outside the period of that Call Off order.

And lastly please ensure when raising your new Call Off Orders that you must include:

- an item description that begins with “Call Off Order”,
- the period it is to span e.g. “August ‘17 – July ‘18” and
- a details of the purchase including any specific account number or description of the goods or service, additional charges that will be invoiced, any reference or product numbers