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 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

The University of Manchester Supplier Awards
On Wednesday 8 November 2017, we are holding our first Supplier Awards. This will celebrate and recognise the excellent work that our suppliers have demonstrated through using and engaging with our NETpositive Supplier Engagement Tool. It will also highlight the value we place on our suppliers and their contribution to our organisational objectives, including our commitment to responsible procurement.

We began shortlisting our suppliers in August and are really impressed with some of the actions and examples of commitment our suppliers demonstrate towards improving their processes and practices. We’re really looking forward to showcasing some of the great work that they are doing within their organisations.

Now, our next plans are to follow up on the evidence our shortlisted suppliers provided on their actions and commitments. The judging panel will then meet to discuss who should win the Awards!

Procurement Highlights

1. eMarketplace - Survey

eMarketplace (Science Warehouse) Survey

Frequent users of eMarketplace may receive, or have already received, a communication from Science Warehouse asking a number of questions about using the system. This is part of an
exercise to gain an insight into how the system is used on a day-to-day basis. The information will also be used to understand how aspects of the user interface can be developed to improve the overall experience of using the system. Feedback from everyday users is extremely helpful in ensuring that system improvements reflect user needs and result in beneficial changes in future product updates. In the Central Procurement Office, based on feedback from the Cubane benchmarking exercise, we are keen to ensure that the systems we use are fit for purpose and make life easier, and hope that you will take a few minutes to respond directly to the request from Science Warehouse.

2. Contracted suppliers – Antibodies

A new UK wide contract for the supply of antibodies, sera and other related matrices (e.g. blood products, tissue, urine etc.) has been awarded on behalf of the Higher Education sector by SUPC (Southern Universities Procurement Consortium) and is available for immediate use by The University of Manchester.

The contracted suppliers are:

**Antibodies**


**Sera (and other related matrices)**


Approaches are being made to ensure all suppliers are available on eMarketplace.
3. eMarketplace Suppliers

“New electronic catalogue available”

As communicated last month, the new contract with Banner Business Services for General Office Stationary Supplies commenced on 1st August 2017. Whilst you can find all available catalogue items via e-marketplace, Banner have also been working on an electronic ‘flip’ catalogue, which you can find here:

http://www.easyflip.co.uk/LUPC_AUGUSTv2/.

It is very easy to use and replaces the need for a paper catalogue, whilst supporting the University’s environmental and sustainability goals.

If you require further information about the new arrangements and service, please contact Alison Bates, Procurement Officer, Central Procurement Office on 0161 275 8858 (internal: 58858).

4. Procurement Hub News

Drop in Sessions – iProcurement

iProcurement workshops are now available from 1st August 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.