

## Bulletin issue 1

### [Central Procurement Office Website](#)

These web pages provide up-to-date information on University Procurement processes. Also, available on these pages are guidance notes, terms and conditions, latest news and Procurement contact details.

### 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.

<https://www.hecontracts.co.uk/>

## Environmental Sustainability

The University has a mission by 2020 to be recognised globally for the excellence of its Research, outstanding learning and student experience, and social responsibility. Our vision is for the University to use its full range of knowledge and influence to support a world that is environmentally sustainable. For more information and advice on Environmental Sustainability, please visit

<http://www.sustainability.manchester.ac.uk/>

## Procurement Highlights

### 1. Procurement News

#### Does your office provide a service to staff?

If your office provides a service to staff we would like to hear from you as we are currently undertaking a review of our in-house services. For example, if your office offers goods which can be bought, or provides a service to either staff or students then we would like to hear from you. For example, Taste Manchester offers colleagues an in-house catering service. The University also has in-house print rooms, which staff and students can use.

Please email [Procurement@manchester.ac.uk](mailto:Procurement@manchester.ac.uk) with the details of the service your office provides and how staff can access your service.

### 2. Procurement Hub News

#### Raising Call-Off Orders for Shred-it, Aquaid or BOC?

When raising purchase orders for the following suppliers;  
BOC group, Air Liquide, Air Products PLC, DHL Group, Eden Springs, Federal Express, Aquaid, High Street Vouchers, Pennine Telecom Ltd, Shred-It Limited, TNT UK & International,  
Please can you provide the following information where relevant (mandatory on Call-Off Orders)

- Account Numbers Machine Number

Follow us at;  
@UOMProcurement



- ID Codes
- Full item description
- Location Numbers
- Consignment Number / Room Number / Tracking Number

**Please note when raising individual Courier requisitions that included in the description are the following details;**

- Departmental Account Number
- Location
- Name
- Airway bill
- Consignee/Reference
- Shipment number

If you are raising a Call-Off Order – it is mandatory that you include the Departmental Account Number and the dates/period the PO relates to.

The advice for goods held in customs is to either provide them the VAT Exemption certificate (if goods are being held for VAT payment), or to make a payment by P-Card.

Please ensure that the courier is provided with the purchase order number and reiterate if not quoted on the invoice as per University of Manchester terms and conditions, could result in the invoice being returned to the supplier.

### 3. Other news

#### Drop in Sessions – iProcurement

iProcurement workshops are now available from 15<sup>th</sup> January 2018 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](mailto:procurementhub@manchester.ac.uk) for further details.



Keep up to date

Follow us at;  
@UOMProcurement

