

**Bulletin issue 18-3**

[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**

**eMarketplace**

The provider of eMarketplace is currently working on the development and redesign of the home page with the objective of improving the usability of the system. Changes are due to take place in April and we will be arranging training nearer this date. More information and updates will follow.

**Reminder of change of legal entity from GE Healthcare to Dharmacon.**

Effective from February 19th, 2018, Horizon Discovery's acquisition of GE Dharmacon will be complete and purchase orders will need to be addressed to Horizon Discovery Limited.

Topic	Dharmacon, Inc. Information
Original Legal Entity: <b>GE Healthcare</b>	<b>NEW</b> Legal Entity (for Dharmacon products only): <b>Horizon Discovery Ltd</b> Building 8100  Cambridge Research Park Waterbeach, Cambridge CB25 9TL VAT No. GB 189199344



### Seralab is now BioIVT

Seralab is transitioning from Seralab, a division of BioreclamationIVT, to BioIVT in early 2018. The name change does not affect the legal personality of the existing entity which retains its rights and obligations in all existing legal relationships with third parties. If you have any questions please visit [www.seralab-rebrand.com](http://www.seralab-rebrand.com) or email [marketing@bioivt.com](mailto:marketing@bioivt.com).

## 2. Information on in-house services

### Support on Campus for your event

The University's Hospitality and Events team provide a range of services to ensure that events on campus are successfully managed from the initial enquiry when University organisers need to find a venue for their event, right up to the event itself.

This includes a dedicated sales team who will match the requirements of the event to the most suitable University venue, event co-ordinators who are on hand in the run up to the event to ensure that everything from the meeting room layout, audio-visual equipment and catering requirements are in place and who will be there to assist on the day itself. We also offer ConferCare, a tailor made delegate registration service, which helps take the stress out of organising the event.

Favourable rates are offered to University event organisers for hire of these facilities and services including the University's own hotel Chancellors and ConferCare, and our team believes that the reassurance University event organisers have of knowing their event will be well managed and the bonus of keeping the event on campus, gives them peace of mind of a successful and professional event.

For further details and advice please contact the Conference Sales office on x 64100 or email [conference@manchester.ac.uk](mailto:conference@manchester.ac.uk)

## 3. Other news

### Full marks for Procurement



The University of Manchester has gone up from 41st to 16th in the UK and has been named a top ten trans employer in the latest Stonewall Workplace Equality Index - an annual audit of workplace culture and inclusion for lesbian, gay, bi and trans staff. Procurement contributed significantly to this success by scoring 100% in the Procurement section

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of the index, we are looking forward to building on this success and working closer with our Equality, Diversity and Inclusion team for the 2019 submission.

### 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



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