

Bulletin issue 18-5

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 where 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

GDPR

The much talked about General Data Protection Regulation (GDPR) is now here and very much in the forefront of everyone's mind. We thought we would take the time to remind requisitioners that any purchases that involve storage or transfers of personal data (see list below) should not be made without seeking advice from the Information Governance Office <http://www.staffnet.manchester.ac.uk/gdpr/>. This also applies to purchases made using the University credit card.

Examples of personal data

An individual's name
Address
Phone number
Date of birth
Place of work
Dietary preferences
Opinions and opinions about them
Whether they are members of a trade union
Their political beliefs
Ethnicity
Religion or sexuality

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This also applies to requisitions you are raising. You must not use a description on a requisition that contains any of the information above. If in doubt please seek clarification.

Information on purchasing Ethanol

Please note all Ethanol purchases should be made via your local store due to VAT issues.

2. eMarketplace Supplier News

Diaries

Diaries are available to purchase from Banner via eMarketplace. Attached are the available products and prices to assist you to search for the right product via eMarketplace

New Supplier



Based in Milton Park, Oxfordshire, Oxford Biosystems was established in 2001 with the aim of sourcing reliable, quality in-vitro diagnostic products and research tools for clinical and research laboratories. We aim to offer our customers an excellent level of customer service and our products are sourced from innovative organisations with proven track records in the development and manufacture of high quality products.

Oxford Biosystems works with internationally recognised, innovative companies to provide quality products designed for ease of use and rapid results. Our extensive product portfolio includes immunoassay kits and reagents for use in a variety of research fields - microbiology, specialist biochemistry, haematology, immunology and veterinary. We also provide a wide range of recombinant proteins, purified antigens and antibodies, as well as all the raw materials to develop in-house assays. Furthermore, we supply instrumentation for image analysis - colony counting, microarrays and EliSpot.

We aim to respond to changes in the UK healthcare market by adapting our portfolio of products to suit the needs of our customers. Our website includes information about our products and we encourage our customers to contact us directly to discuss their specific requirements.

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3. 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



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