

Bulletin issue 18-7

[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

Supplier event - Banner

Following on from the recent survey on the performance of Banner for Stationery supplies, we held 2 'meet the supplier' events, at North and South Campus, to give staff the chance to meet the supplier and this was an ideal opportunity to discuss any issues they may have with Banner and members of the Procurement team.



Both days went well with a mixture of staff coming along to take away samples of Banners' own brand products. The opportunity to move from branded goods to their own lower cost brand was discussed.

Positive feedback was given by staff who came along. Staff were asked to forward any queries which couldn't be answered via email to Alison Bates, Procurement Officer.

Just reminder that all deliveries for stationery are Monday, Wednesday and Friday only.

Stonewall Survey

We're fast approaching STONEWALL season. The first activity is the annual survey. Last year we had 216 responses - it's good, but with over 10,000 staff we can be better!

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We'd love to build on our STONEWALL success from last year so please could you all help by completing the questionnaire; it takes less than 5 minutes. Here is the link;

<https://www.snapsurveys.com/wh/s.asp?k=152810184626> and the magic number (so we can track our response rate) is 1693"

Supplier Name Change - please note Ramplas are now trading as Ramfoam Ltd



Thrifty Care Hire

Thrifty have updated their booking system for the University and reservations should now be made using the details below:-

Account number: ZVOT01

Telephone: 01494 751 560

Email: reservations@thrifty.co.uk



The rates attached to this email apply to all bookings and Thrifty will not accept a reservation without a valid PO number. Please ensure you have the PO number to quote at the time of completing the reservation.

2. eMarketplace News

Advanced – formerly known as **Science Warehouse Limited** – is our eMarketplace provider and their system is used across the University for routinely purchased items. It is available only for contracted products from formally contracted suppliers able to provide a suitable catalogue.

With the change of company ownership some improvements have been made to the look, feel and functionality of the system and we held training session for users on these in April. Following feedback on these sessions and views expressed as part of the UniForum (also known as Cubane) benchmarking exercise we are introducing a number of changes to improve the experience of using the system.

Over the next few months we will embark on a programme of work to improve the eMarketplace. The planned changes should impact positively on ordering and include the following:

- A change to user registration to access the eMarketplace. For existing users the migration will take place in the background but new users will be granted access to specific 'business units.' This will streamline catalogue views speeding up search functionality based on access to specific categories of supplier rather than to all catalogues as currently;
- A move to transmit all orders (including non-catalogue requests) for suppliers with an eMarketplace catalogue through the system. A single means of transmitting orders to eMarketplace suppliers will simplify and automate this process and increase use of electronic invoicing saving time and effort across the organisation. This will additionally provide opportunities to reduce deliveries across campus with more opportunity for suppliers to consolidate orders;



- Moving to eInvoicing for all suppliers on eMarketplace reducing errors, paper flow and reducing payment administration;
- Adding our in-house stores to the eMarketplace providing visibility of stock already on site, driving better prices through aggregation and removing duplication and deliveries across the campus.

We are working with colleagues internally and at Advanced to ensure that changes are implemented in a manner that minimised loss of service and disruption to individual users.

As an initial step we intend to address the issues around the difficulty in finding the right products and navigating the site by creating 3 'business units'; these will cover the following categories of suppliers: General, IT and Scientific. We are currently assigning all suppliers to a business unit according to the items they supply. Similarly all active requisitioners will be allocated to a business unit(s) based on their historical buying behaviour. So for example:

- If you work in Humanities and you only buy stationery you will be given access to only 'General' suppliers.
- However, if you work in FBMH and order both stationery and laboratory items you will be given access to both 'General' and 'Laboratory' suppliers.
- New users will be assigned to the categories they need access to.

In order to carry out these changes, we may need to take the eMarketplace system down for 2 weeks (20th - 31st August 2018).

During this period, you will still be able to raise non catalogue requisitions, however you are advised to make the required purchases in advance of the system closure.

Lonza

New eMarketplace Supplier - Lonza Bioscience Solutions is part of Lonza's Pharma & Biotech segment. It provides life science researchers with the tools they need to develop and test therapeutics, from basic

research to final product release. Lonza's bioscience products and services range from cell culture and discovery technologies for research, to quality control tests and software for biomanufacturing. Bioscience Solutions serves research customers worldwide in pharmaceutical, biopharmaceutical and biotechnology companies, as well as academic and government research institutions. Primary brands include Clonetics™ Primary Cells, BioWhittaker™ Media, RAFT™ 3D Cell Culture System, Nucleofector™ Transfection Technology, CytoSMART™ System for live cell imaging, MycoAlert™ Mycoplasma Detection Assay, PyroGENE™ rFC Endotoxin Detection Assay, WinKQCL™ Endotoxin Testing Analysis Software, MODA™ Environmental Monitoring Solutions.

Cambridge Bioscience catalogue now available to University of Manchester researchers on eMarketplace Cambridge Bioscience is delighted to



confirm that its product, service and instrument catalogue is now available directly to the University of Manchester researchers via eMarketplace. With a 10% or greater discount offered off the list price of every product, pricing fixed during 2018 and free shipping on every order, Cambridge Bioscience is looking forward to strengthening the already close relationship with the University of Manchester.

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Cambridge Bioscience Sales Manager, James Newton said:

“Cambridge Bioscience is really pleased that the world-class researchers at the University of Manchester will now have easier access to our great range of suppliers and great technical support and customer service.”

Cambridge Bioscience is a leading provider of life science products with a passion for bringing new and exciting technologies to researchers. Cambridge Bioscience offers an innovative and diverse range of high quality products, services and instruments supported by helpful and friendly customer and technical support. Cambridge Bioscience - The better choice for life science researchers.

www.bioscience.co.uk

Diaries

Diaries are available to purchase from Banner via eMarketplace. For a list of available products and prices please contact procurement@manchester.ac.uk

3. Procurement Hub news

As we have now entered the new financial year, can you please take note of the following required actions relating to call-off orders.

2018/19 Call-Off orders

It will not be possible to match Invoices relating to goods/services received from 1st August '18 onwards to the current financial year call-off orders (2017/18). Hence, you can start preparation for 2018/19 by creating your call off orders now. Note that you can either:

- 1) Create a new Purchase order. You will however need to make clear to the supplier when to use the new PO (services/deliveries from 01 August onwards)
- 2) Continue to use existing PO. For this you simply need to add a line to the existing PO by adding an instruction in the 'Note to Buyer', confirming that you wish the new requisition line to be added to an existing PO and confirm the PO number. The description still need to make clear this is for 2018/19 however you need not instruct the supplier of any change.



Call-Off order Handy Guide:

<http://www.finance.manchester.ac.uk/buyingexpenses/buyinggoodsandservices/iproc/oraclerequisitioners/>

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