

Bulletin issue 18-8

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 – Chariot

On Monday 10th September, we will be holding a 'meet the supplier' event with Chariot, to launch their Eco-Eco range of stationary products. The aim of the eco-eco range is to supply quality stationery products that have high ecological credentials at no additional cost. All products come with their eco-eco promise. These products will enable customers to buy with confidence and conscience. They will be bringing a range of eco-eco products for you to try and take away with you. The open day will take place in the foyer of **Samuel Alexander building** from **10am until 3pm**.



2. eMarketplace News

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Antibodies.com, a leading supplier of life science research tools, is delighted to support research at The University of Manchester.

Antibodies.com, founded by scientists and providing high-quality protein tools for life science research, is proud to become a new preferred supplier to The University of Manchester. Antibodies.com partners with the world's leading

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primary manufacturers in order to offer the largest collection of distinct protein research tools - all at the lowest possible prices. Antibodies.com is dedicated to providing the best in class research and diagnostic reagents. As a team of former bench scientists, we understand the key drivers for researchers when sourcing research tools include price, quality, range of products and technical support.

Our ethos is to provide researchers with the highest quality, validated products at the lowest prices. We do this by partnering with the same primary manufacturers as the bigger suppliers whilst keeping to a lean business model, enabling our customers to benefit from world-class products, whilst saving money – helping researchers discover more for less. We even offer free shipping on all orders to ensure transparency of pricing. In addition, our products come with a 100% guarantee that they will perform as specified, or your money back.

Our growing product range is enhanced by our bespoke and non-standardised products – all at consistently lower prices. Headquartered in Cambridge (UK), with a logistics hub in San Jose (USA), we serve life scientists worldwide – helping accelerate our understanding of biology and facilitate personalised medicine. Antibodies.com can support your research with high-quality & characterised protein research tools, expert customer service, fast global delivery, and accurate product specifications.

To find our more, please visit www.antibodies.com.

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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