

## Bulletin issue 18-9

### [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

#### **Toner Cartridges**

We have recently been advised of significant increases in pricing for Hewlett Packard (HP) branded products which will take effect 17<sup>th</sup> September 2018. This is due, in part, to the fluctuation in exchange rates of both the Dollar and Euro and significant work has been done to minimise the increases.

We would strongly advise requisitioners to consider alternatives such as non-branded products that are available from suppliers on eMarketplace (Banner and XMA). By using non-branded products savings in the region of 40% can be achieved. If you cannot find non-branded alternative please use the request for quote function within eMarketplace and suppliers will then add the product to their catalogue for future purchases.

Please also consider using the Xerox managed printers that are located across campus.

#### **Audio Visual**

In UniSource 18-4 we introduced you to “Buying smarter, buying simpler” as a way of announcing category management <http://www.staffnet.manchester.ac.uk/news/display/?id=19861>

As part of this new category and demand management we would like to form a focus group for the category of Audio Visual Supplies and Services. We are looking for staff that have an interest in this area to form a group to ensure that the University has the correct procurement strategy for these areas. This will involve reviewing existing purchasing agreements to ensure that they are fit for purpose and identifying any areas

for improvement, such as sharing resources, reviewing suppliers/adding where required and enhanced use of eMarketplace.

If you are interested and able to spare no more than an hour to attend occasional meetings then please email [mark.worrall@manchester.ac.uk](mailto:mark.worrall@manchester.ac.uk) and we will contact you to arrange an initial meeting.

### Thrifty Car Hire

Unfortunately Thrifty have increased their rates to the University to take into account sector increases in staffing costs and purchase price of new vehicles. The new rates took effect on 1<sup>st</sup> September and new rates can be found in the attached document.

### You're Hired

We are delighted to welcome our two new procurement apprentices to the team;

- Chantelle Hunt
- Chloe Murphy

Chloe and Chantelle joined us on the 10<sup>th</sup> September having completed their A Levels in the summer. They have decided to pursue a career through an apprenticeship and we are pleased to be able to offer them a Level 4 Chartered Institute of Purchasing and Supply (CIPS) programme, providing them with both a theoretical and practical introduction to the profession. This is a first for the office and we are really pleased that they have chosen to join the University. Expect to hear more about their progress in future editions of the bulletin.

## 2. eMarketplace News

Trinity Workwear are now live on eMarketplace:



### Trinity Workwear Ltd



Trinity Workwear are a contracted supplier on the CPC framework agreement for the supply of workwear garments, corporate wear, safety wear, high visibility, safety footwear & personal protective equipment (PPE).

Trinity offers prompt 'in house' embroidery and printing, producing an efficient service for corporate branding to your workwear clothing.

The Product Range includes:-

Workwear / Leisurewear / Waterproof Clothing / High Visibility Clothing / Ear & Eye Protection / Respiratory Products / Safety Footwear / Protective Gloves

A selection of brands stocked consists of :-

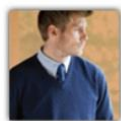
Dr Marten, Dewalt, Timberland, Caterpillar, B-Brand, Regatta, Click Workwear, Dickies Clothing, Alexandra Workwear, plus many others...

**"Fast, reliable, affordable"**

Carrington Business Park  
Manchester Road  
Carrington  
Manchester  
M31 4DD

T - 0161 776 4200  
F - 0161 776 4202

E - [sales@trinityworkwear.co.uk](mailto:sales@trinityworkwear.co.uk)



**Call our sales team now for a prompt and efficient service!  
0161 776 4200**

**Banner**

Banner now have 2019 Desk Diaries, 2019 Year Planners and Desk Calendars in stock.

All the products are now available through marketplace by simply searching with the relevant product codes.

2019 Desk Diaries			
Diary Type	Black	Blue	Burgundy
A4 Day Per Page	2401693	2401964	2401692
A4 Day Per Page Appointments	2401690	2401691	2401755
A4 2 Pages Per Day	2401753	2401754	2401752
A4 2 Days Per Page	2401696	2401697	2401695
A4 Week To View	2401699	2401700	2401698
A5 Day Per Page	2401705	2401706	2401704
A5 Day Per Page Appointments	2401702	2401703	2401701
A5 2 Days Per Page	2401708	2401709	2401707
A5 Week To View	2401711	2401712	2401710
Slim Diary Portrait Week To View	2401717	2401718	2401716
Slim Diary Landscape Week To View Appointments	2401719	N/A	N/A

2019 Year Planners & Desk Calendars	
Product Code	Description
2401727	Year Planner 2019 - Mounted
2401728	Year Planner 2019 - Unmounted
2401726	Year Planner 2019 - Oversize
2401723	Daily Desk Calendar 2019

If you are struggling to find any products then contact your Account Manager, Chris Goodwin, or request a quote via the marketplace.

**3. Procurement Hub News**

**Drop in Sessions – iProcurement**

iProcurement workshops are now available from 10<sup>th</sup> September 2018 onwards. These sessions are designed to provide assistance to those whom 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

