

Bulletin issue 18-10

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

Recycling

Staff can now recycle polystyrene packaging on campus by leaving it alongside the nearest internal recycling bins. This only applies to white expanded polystyrene and not foam trays/cups/trays or polystyrene chips.

The polystyrene is returned to our waste compound where it is treated using a thermal compaction unit to make blocks which will be used as insulation products.

<http://www.staffnet.manchester.ac.uk/news/dis>



Green Impact

Building on previous years' work, we are delighted to announce that the Procurement Hub and CPO have achieved Gold in this year's Green Impact Awards.



The Procurement team has engaged positively with environmental issues. What's more, we have taken steps to make a difference to energy usage and responsible purchasing. The Central Procurement Office works

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closely with Estates to adopt the principles of waste minimisation across all our activities, and we work with suppliers to encourage them to adopt these same principles.

We are happy to support colleagues on their Green Impact journey as well; keep checking our web pages for help and assistance in completing your submission.

Travel Management System

You may have seen the recent announcements about changes to the University's travel arrangements where **Key Travel** will replace the existing provider Egencia as the new Travel Management Partner on Wednesday, 5 December 2018. All staff are invited to attend workshops delivered by Key Travel and please see the following link for further details:

<http://www.staffnet.manchester.ac.uk/news/display/?id=20930>

Category and Demand Management Update - Buying Smarter Buying Simpler

We are continuing to help staff buy smarter and buy simpler through Category & Demand Management, allowing more resources to be invested in the University's strategic priorities.

Unbranded stationery products

Egan Reid demonstrated its range of unbranded stationery products at a meet the supplier event, which took place on Tuesday, 2 October.



Switching to unbranded stationery products has the potential to achieve savings of nearly 15%. The event was staged to increase cost awareness around purchasing decisions, providing the perfect opportunity for requisitioners to check out alternative unbranded products and consider a swap as part of their October order.

Making environmentally conscious product choices and savings

Xerox branded bulk recycled paper is used by our central stores and print rooms. A revised contract has been negotiated for this product, which should deliver savings of around 20% against previous prices.

Xerox A4 recycled paper has undergone rigorous testing and is performance guaranteed for Xerox printers, as well as being suitable for general use in other copiers and laser printers.

It is made from post-consumer printed waste such as newspapers and magazines, which is then de-inked without bleaching, before being packed in recycled material. Overall, the manufacturing process uses fewer natural resources and less energy, as well as reducing CO2 emissions. It can be ordered directly from central stores by emailing central-stores@listserv.manchester.ac.uk

Further improvements to eMarketplace

There are currently over 4.7 million items listed in the eMarketplace catalogue, however only around 100,000 of these were purchased last year. Around 300,000 items have already been removed from the catalogue by looking at what is actually bought, how much it costs, current suppliers and opportunities to

drive value for money and sustainability. This is helping to streamline the number of products listed and speed up searching and ordering.

This overall approach has started to deliver results, with savings of around £700,000 set to be delivered this year through standardisation of our mobile network provider, re-contracting of stationery supplies and renewal of the IT equipment contract.

Drop in Sessions – iProcurement

iProcurement workshops are now available from 10th September 2018 onwards. These sessions are designed to provide assistance to those that are having issues / problems with iProcurement. Please contact the Procurement Hub.

Email: Procurementhub@manchester.ac.uk

Tel: 0161 275 2160

Keep up to date



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