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The University of Manchester

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Key Messages

Why use central contracts?

We often get asked why people should use the University's central contracts and suppliers. Users have access to a range of contracts with established suppliers for a wide variety of strategic and frequently bought goods and services. Whilst it seems obvious to us that they should be used it is helpful to provide a reminder of the benefits of using these contracts:

They offer re-assurance having been through a competitive process to appoint the suppliers and the products that you need;

They are easy to access especially those with catalogues on the eMarketplace;

Prices are transparent and there are no 'hidden' charges such as delivery/taxes/transactional;

They save you time and effort in searching for suppliers and products;

They save money as prices are competitive (sometimes not the very cheapest) and apply across the University. Please remember the price paid does not always equal the cost to the University for what is being bought (setting up suppliers and paying invoices incurs a cost); They reduce risk as suppliers and products are vetted and subject to on-going management and monitoring;

They provide certainty, contracts are on the University's terms that provide a recourse and incentive to put things right should issues arise with a purchase;

- **They are with suppliers who want an on-going relationship with the University, and often the wider HE sector as many agreements result from collaboration, which means suppliers have a real interest in working with us;**
- **They help the University to deliver its wider objectives around sustainability, social responsibility etc.**

We recognise that suppliers or products are not perfect 100% of the time and where you experience issues with contracted suppliers you should let us know. If you tell us we can investigate and put things right. If you would like to work with us to improve or develop contracts we would love to hear from you; contact us at

procurement@manchester.ac.uk

Details of suppliers and contracts can be found on the HE sector database HEC :<http://www.procurement.manchester.ac.uk/buying/contract-database/> Using University's contracts offer value and reassurance; why not use them?



Theory Meets Practice at The University of Manchester's Procurement Department

Internship Reflection

Arinze Ekwem

Sometime in April, the ad went out within the business school for an Internship at the University of Manchester's Procurement Department for a value chain mapping exercise. Three months over the summer.



My motivation for applying to the internship was twofold. The first was curiosity, and the second was competence. CNN had run an investigative story a few months prior on Libyan slave traders who purchased human beings trying to emigrate from Africa en route Europe, fleeing war and poverty. Held against their will, these 'modern slaves' were sold off to work on farms picking corn for domestic and international consumption.

So when I saw the advert I was motivated to apply and work with the university to eradicate this scourge. Secondly I felt qualified to apply because in 2015 I graduated from the University of

Manchester with a Distinction on the MSc Operations, Project and Supply Chain Management course.

The internship began in July with a mandate from the senior management team to look into how the University could assess the risk of modern slavery within the supplier base for Medical and Laboratory Equipment, Supplies and Services.

This raised three questions for me:

- a. What can objectively demonstrate the risk of modern slavery within the supply chains?**
- b. Which products, services and suppliers are at risk of modern slavery?**
- c. How can we work with our suppliers to manage the risk of modern slavery?**

I relied on literature on Global Value Chains to develop a matrix for mapping the risk of modern slavery. The GVC literature which lies at the heart of my PhD in International Business at the Alliance Manchester Business School, is useful for understanding how lead firms govern without control using standards and private contracts. Combining this with insights from the Institutional Voids literature, I was able to develop a simple tool that helps us to demonstrate objectively, where the risks of modern slavery lie within the value chain, identify which products and services are at risk, and to what extent the risk is immediate.



The Modern Slavery Risk Mapping Tool was presented before the management and staff of the Procurement Department to warm reviews and enthusiasm. Currently the tool is set for pilot in Focus Group Discussions with suppliers with a view to fine-tune and make it even more fit for purpose.

These improvements are part of a wider 'Buyer-led Supplier-driven' engagement between the University of Manchester and its suppliers with a view to managing the risk of Modern Slavery in a way that is good for business and good for people.

The UK Modern Slavery Act of 2015 is a landmark act of legislation that frames, defines and sets specifications around modern slavery and initiative to drive it out of business value chains. The challenge for me at the start of my Internship was to find a way to demonstrate the risk of modern slavery beyond a box ticking exercise by weary sales reps, and without stigmatization or blackmail.

The aim was to combine the rational science of the management literature with ethical procurement practice principles and come up with an objective approach to tackle modern slavery in value chains. The Tool represents the culmination of the effort and in so doing, I have had the opportunity to contribute theory to practice where it is needed the most.

I have been supported wonderfully by the Management and Staff here at the Procurement Department over the last three months, to each one of them, my hearty thanks are due.

Key Travel exhibition

The event took place in Whitworth Hall on 23rd November and it was a unique opportunity to speak face to face with our future travel suppliers. Key Travel will replace the existing provider Egencia as the new Travel Management Partner on Wednesday, 5 December 2018.



For more information on Key Travel:

- **Visit Key Travel is New Travel Management Partner**
- **Book onto one a workshop via Staff Learning and Development**
- **Contact travelhelpdesk@manchester.ac.uk**



Environmental Sustainability

We are delighted to announce that Procurement achieved Gold in this year's Green Impact Awards. Whilst we are happy with this achievement, the sustainability drive does not stop there. The Procurement department will continue to work to reduce waste and promote environmentally friendly procurement methods. 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.



Our vision is for the University to use its full range of knowledge and influence to support a world that is environmentally sustainable through responsible purchasing practices. For more information and advice on Environmental Sustainability, please visit;

<http://www.sustainability.manchester.ac.uk/>

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 its performance is 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 centralstores@listserv.manchester.ac.uk

Guidance on Importing & Exporting Goods

New guidance has been produced for importing and exporting, reflecting revised processes in this area:

Importing:

<http://www.finance.manchester.ac.uk/buyingexpenses/importinggoods/>

Exporting:

<http://www.finance.manchester.ac.uk/income/exportprocess/>

This should be followed for all movements of goods across the UK border (excluding intra-EU movements, for now at

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least). Please use the new guidance for all imports and exports.

If you have feedback on the guidance, please contact:

james.gillen@manchester.ac.uk

joanne.rodger@manchester.ac.uk

If you have a query regarding a specific import or export, and the guidance does not provide an answer, please contact the Finance Helpdesk.

Update on Suppliers

Change of name: The Tech Partnership Ltd is now called Tech Partnership Degrees

