Procurement Bulletin
Issue 3
VAT Office Update: New Guidance on Importing and Exporting

This is to make you aware that 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 least).

Please use the new guidance for all imports and exports. Further guidance will be produced once the outcome of BREXIT is known.

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 (30) 62535.

A wide range of Fairtrade products are available on the eMarketplace

These products include sugar, coffee, clothing, biscuits, and refreshments.

‘Fairtrade changes the way trade works through better prices, decent working conditions and a fairer deal for farmers and workers in developing countries.’

Last week, the Procurement Hub screened a Fairtrade film to promote fairtrade fortnight and had an open discussion on potential sustainability goals for our building and the campus as a whole.  
http://www.fairtrade.org.uk/

A New Lease of Life

As spring blooms outside, the prospect of warmer weather can start the onset of a seasonal clear out. You may be inspired to rid yourself of an office chair that has past its prime, but choosing to replace it with a new one will mean your chair will contribute to the 672,000 tonnes of furniture that
makes its way to landfill in the UK every year.

So, rather than replacing your worn item with a newer model, why not give it a make-over?

Office Chair Renovation (OCR) – based locally in Bury - was formed in 2001 by Mike Callaway and Ian Long, who have over 35 years of experience in the office furniture refurbishment/renovation industry. Their company can breathe new life into; task chairs, meeting chairs, lounge chairs, fixed seating, desk screens, and even notice boards. The service they provide includes a range of fabrics to choose from (including vinyl and leather), a quote within 1-2 days, a collection and delivery service and all work comes with a full warranty.

Chairs are taken away for 3-5 days while the work is completed however don't worry, you won't be left standing, OCR even offer a loan chair service where necessary.

OCR aid over 1000 chairs a month return to their former glory and all at cost savings of up to 70% when compared to buying new replacements.

If you do feel like sprucing up your work space then please consider a more environmentally and cost friendly option – such as refurbishment, and contact by email: ocr@tiscali.co.uk or telephone: 0161 766 5980.

An examples of their work can be found below.

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iProcurement System Issues

We have been made aware that some users of iProcurement are experiencing issues when using Google Chrome as their internet browser. If this occurs, we advise you to use either Internet Explorer or Mozilla Firefox as both of these browsers are supported too.

Love2Shop Vouchers

Please note that the minimum spend for High Street Vouchers is £100. If your purchase is below this threshold, you will need to use your school purchasing card.
Important Information on Couriers

We are experiencing issues with several courier companies (Fedex, TNT and DHL) affecting deliveries and invoice payments. We continue to meet with all of the named companies but have yet to find a mutually workable solution to the problems we face. In order to avoid potential issues sending and/or receiving parcels we recommend, where practicable, the use of Deltec.

They have in place a tailored solution for the University and are able to offer the full range of courier services at a competitive rate. Please find attached Deltec’s price file and contact details:

**Deltec International Limited**

International House, Ledson Road, Wythenshawe, Manchester. M23 9LP

Tel 0161 945 4332
Email anne.mason@deltec-international.com; caroline.wilson@deltec-international.com; Manchester@deltec-international.com