Weekly Bulletin No. 665, Week Commencing Monday 17th April 2017

1. Issue Relating to Marketplace Orders

There is currently an issue related to catalogue purchase orders raised and transmitted via Science Warehouse. These orders are transmitting to the supplier without a Ship To and Bill To location.

We are currently working with our colleagues in UIS to address this issue as a matter of priority. In the meantime please do not raise any catalogue orders. Non catalogue orders are not affected by this issue and can continue to be raised as normal

Issued by Jo Hall - Head of Financial Systems

2. Marketplace Availability - Thursday 20th April 2017

Science Warehouse has informed us that due to scheduled maintenance, the marketplace will be unavailable to all users between 6:30pm and 8:30pm on Thursday 20th April to allow for a scheduled release.

If you have any queries please email the Procurement Team or call 65101.

Issued by Heather Twinn – e-Procurement Administrator

3. Finance User Group (FUG) - Friday 21st April

The next FUG meeting is at the Department of Chemistry starting at 9.30 am in the Todd-Hamied Room.

Please click here for the agenda.

We look forward to seeing you there.

Issued by Lesley Dent - System Administrator

4. Customer Credit Card Details

Barclaycard have just advised the University of some important changes in relation to retaining customers card details. Please can departments taking credit card details over the telephone or capturing information on paper forms contact the Finance Division for further details.

The University’s PCI DSS policy strongly discourages collection and retention of credit card details. The preferred payment methods are face to face transactions using Chip and PIN or Contactless. For transactions further afield where the customer is not present, the sale should be online using an approved University system e.g. eSales. http://www.finance.admin.cam.ac.uk/systems/esales  NB EventBrite and Paypal systems are not approved for taking payments on behalf of the University.

Issued by Chris Patten - Head of Accounting Services

5. Off Payroll Worker Briefing Sessions

Don’t miss out! All Departmental Administrators, finance and HR staff, and anyone involved with buying in services where not employing someone via CHRIS. As of 6 April 2017 new rules apply to payments made to limited companies largely controlled by a single individual where they provide services to the University, or agencies providing such resource to the University. Attend one of the
1½ hour seminars below to have the Finance Division explain the procedures and guidelines that they are implementing to help departments manage this risk.

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<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
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<tbody>
<tr>
<td>Wed 19 Apr</td>
<td>Computer Lab</td>
<td>14:00 – 15:30</td>
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<tr>
<td>Mon 24 Apr</td>
<td>Engineering</td>
<td>10:30 – 12:00</td>
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<tr>
<td>Mon 24 Apr</td>
<td>Clinical Schools</td>
<td>14:00 – 15:30</td>
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For more information and to book a place please go to the University Training Booking System.

Issued by Christine Rogerson - Finance Training

6. Reminder - New Purchase Order Format: Available from Tuesday 18th April

A new version of the CUFS Purchase Order will be available from Tuesday 18th April. This is as a result of the work initiated by Procurement Services in consultation with the Finance User Group over the last 18 months. To view an example of the new format, please click on the link.

The changes now include:

- For printed Non-Catalog orders, the PO number will be pre-fixed with the two letter department code, but no longer include the Ship-To number. For electronic Marketplace Orders, there is no change, the department code and the ship-to number will still transmit.
- The CAPSA Personal Profile functionality has been expanded to include the email contact details of the buyer on printed PO’s. Training material will be updated ready for the 18th April. Full guidance on how to update your profile from the 18th April is available here. Please note that this material will not be updated until the 18th April as this functionality is not available until then.
- Comments/Attachments on Purchase Orders:
  - Header Comments will appear in the Instructions section at the bottom of the PO template.
  - Line Comments will still appear against the relevant line of the order.
  - If there is an attachment then a paperclip icon will appear at the top right of the PO to indicate that there is an attachment.
  - For Marketplace orders, any comments or attachments will not transmit to the suppliers, so this remains unchanged.
  - A hyperlink to our standard terms and conditions will be at the bottom of the PO.

The next stage of the project is to enable a field in CUFS where supplier email addresses will display on the PO. This is to help end users who view the PDF of the PO to then be able to easily find the correct email address.

After the 18th April Procurement Services will undertake a review to capture feedback from end users across the organisation to assess if further improvements are required and to resolve any issues raised. Please contact ufs_helpdeskhub@admin.cam.ac.uk, with any feedback or issues so that these can be logged and addressed accordingly.

Issued by: Becky Darlow - Financial Systems Group

7. Monthly Accounting Timetable

To view the status of the monthly process including the month end close dates please use the following link: Accounting Timetable Bulletin Archive