

Weekly Bulletin No. 706, Week Commencing Monday 5th February 2018

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1. Marketplace Availability - Thursday 8th February

Please be advised that there will be a period of maintenance between 6.30pm and 8.30pm on Thursday 8th February 2018 to allow for a scheduled release. During this time the Marketplace will not be available.

We apologise for any inconvenience caused.

Issued by [Heather Twinn](#) – eProcurement Administrator



2. E-Invoice Suppliers

As part of a project to increase the numbers of suppliers on the marketplace who use e-invoicing within the University, the following suppliers will be activated as e-invoicing suppliers from **5th February 2018**.

- [BIOLEGEND UK LTD](#) 326397
- [CAMBRIDGE BIOSCIENCE LTD](#) 95846
- [INSIGHT BIOTECHNOLOGY LTD](#) 61303
- [MILTENYI BIOTEC LTD](#) 61647
- [BLACKWELL UK LTD TA HEFFERS](#) 61184

Paper invoices will therefore no longer be received from these suppliers for MarketPlace orders raised from this date.

The suppliers going live from 5th February join the following e-invoice suppliers;

FISHER SCIENTIFIC UK LTD	61031
LIFE TECHNOLOGIES LTD (INVITROGEN DIVISION)	61494
NEW ENGLAND BIOLABS (UK) LTD	61711
OFFICE DEPOT	61141
QIAGEN LTD	61917
SCIENTIFIC LABORATORY SUPPLIES LTD	62075
SIGMA-ALDRICH CO LTD	61043
VWR INTERNATIONAL LTD	61614
WOLF LABORATORIES LTD	96455
PROMEGA UK LTD	61903
ACADEMIA LTD	183342

For further guidance please see this reference material on [eInvoicing](#) which provides an array of useful information.

If you should have any queries on the e-invoicing project please contact [Stef James](#).

Issued by [Stef James](#) – Senior Business Analyst



3. Finance Courses

**iProcurement Part 1:
Getting Started in
iProcurement
Thu 8 Feb**

This course provides an introduction to using iProcurement. Although also available online, this is a chance to learn how to create requisitions and purchase orders for those who prefer face to face training. For more details and to book a place see <https://www.training.cam.ac.uk/fin/event/2215341>

**Cognos Refresher
Thu 15 Feb**

If you haven't used Cognos for a while, this short course will get you re-acquainted. The aim is to showcase the functionality and flexibility of Cognos. The focus is on setting up your preferences, folders and a personal home page. Report outputs are not covered. For more details and to book a place see <https://www.training.cam.ac.uk/fin/event/2215366>

Issued by [Christine Rogerson](#) – Finance Training

4. Anti-Bribery and Corruption training – new course launched

Our Bribery training has been completely redesigned in response to feedback and is now available to all staff. Staff should re-take the training every two years, although everyone is encouraged to take the new course sooner because it contains new training on the recent Criminal Finances Act. New staff should complete training in their first few months.

The old course will remain available until the end of February for those who are part way through completing that course.

Further details and a link to the new course can be found at <https://www.finance.admin.cam.ac.uk/training/anti-bribery-and-corruption-training>

Issued by [Helen Maffin](#) - Finance Training

5. Accountants Update – 23rd February

The next Accountants Update is on 23 February 13:30 – 15:00 to be held in the Sainsbury Laboratory Auditorium. Our external auditors PricewaterhouseCoopers will be coming in to give an update on accounting issues and developments that are relevant to the University Group. This event is open to qualified and part qualified accountants from across the University group. Qualified staff can use this towards their annual CPD . Please book on using the link <https://www.training.cam.ac.uk/fin/event/2445367>

(NB: the event is not suitable for AAT students who should attend the AAT network meetings instead)

Issued by [Helen Parker](#) - Finance Training

6. GE Healthcare

Please be advised that GE Healthcare are charging a £25.00 admin fee on any purchase orders under £800. This amount should be taken into account when comparing prices on the Marketplace.

If possible the £25.00 should be added to the purchase order using a non-catalogue line and the ZMARKETPLACE site so that the full cost is committed and the invoice can be matched to the PO easily.

Issued by [Heather Twinn](#) – eProcurement Administrator

7. Reminder - Marketplace Purchase Orders

Marketplace purchase orders should not be e-mailed or faxed to the supplier as this could lead to duplication of order. The purchase order number on the printed copy is slightly different to that sent electronically for example: The printed copy will show: AG-2345678 the copy sent electronically will show AG2345678. Some suppliers have read these as different order numbers thus leading to duplication of order.

You may on occasion be instructed by Procurement Services to e-mail or fax a Marketplace PO to a supplier but that will be on the understanding that we know the order has not been received by the supplier.

Issued by [Heather Twinn](#) – eProcurement Administrator

8. Cambridge University Endowment Fund – Notification of Revaluation & Purchases & Sales

Revaluation as at 31 December 2017

Please note that the Cambridge University Endowment Fund has been revalued as at 31 December 2017.

CUFS has been updated to reflect the new valuation in the January 2018 accounting period. The new Unit value is £56.55 (rounded). The unit value at the end of the previous quarter was £55.82 (rounded) which represents an increase in value of 1.31%.

Purchases & Sales

Unit purchases and sales as at 31 December 2017 will also be processed within the CUFS January 2018 accounting period. Contract Notes for purchases & sales will be despatched in due course.

Next Quarter

Could all non Trust Fund purchase and sale request be sent to treasury@admin.cam.ac.uk. The deadline for the requests to be received is the 19th March 2018.

Queries Any queries should be addressed to Scott Maclaren, Treasury & Investments, Finance Division, Ext 64216

Issued by [Scott Maclaren](#) - Treasury & Investment Accountant

9. 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](#)