

Weekly Bulletin No. 709, Week Commencing Monday 26th February 2018

1. [Marketplace - Thursday 1st March 2018](#)
2. [E-Invoice Suppliers](#)
3. [New department – MRC Toxicology Unit \(PU\)](#)
4. [Getting Started in Cognos, Tue 6 Mar, pm](#)
5. [Monthly Accounting Timetable](#)

1. Marketplace - Thursday 1st March 2018

Please be advised that there will be a period of maintenance between 6.30pm and 8.30pm on Thursday 1st March 2018 to allow for a scheduled release. The Marketplace will not be available at this time.

We apologise for any inconvenience

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 **26th February 2018**

STP OFFICE SUPPLIES LTD	378984
PEPROTECH EC LTD	61834
GILSON SCIENTIFIC LTD	285839
GENEFLOW LTD	121051

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

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
BIOLEGEND UK LTD	326397
CAMBRIDGE BIOSCIENCE LTD	5846
INSIGHT BIOTECHNOLOGY LTD	61303
MILTENYI BIOTEC LTD	61647
BLACKWELL UK LTD TA HEFFERS	61184

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. New department – MRC Toxicology Unit (PU)

On the 1st March the MRC Toxicology Unit will be joining the University as a new department within the School of Biological Sciences. The unit will continue to reside for the next couple of years at its current address in Leicester until various building and refurbishment projects are complete and it can physically relocate to the Gleeson Building in Tennis Court Road.

Continuing to be known as the MRC Toxicology Unit it will have the following details:

CUFS department code = PU
Internal customer number = 236038
Internal supplier number = 393563

All departments are urged to ensure that any outstanding transactions and invoices from the period prior to transfer are finalised, and in particular any sales invoices are loaded via the iSupplier portal to the MRC for payment. If you need assistance with this please contact [Bernadette Parsons](#), Credit Control.

Issued by [Karen Sheldon](#), Finance Training

4. Getting Started in Cognos, Tue 6 Mar, pm

The target audience for this course is experienced CUFS users of the Grants and/or General Ledger modules who would like to access the improved functionality of Cognos. Cognos is a reporting tool that utilises data from CUFS to provide users with additional reports and options. This master class is designed to assist existing CUFS users with the reporting tool. It covers running and scheduling reports, setting up folders, and highlights useful tips and shortcuts. It does NOT cover the outputs of individual reports which are dealt with in detail in other courses. For more details and to book a place, see:

<https://www.training.cam.ac.uk/fin/event/2215383>.

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

5. 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](#)