

Weekly Bulletin No. 713, Week Commencing Monday 26th March 2018

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1. System Availability - Thursday 29th March

The CUFS system will be unavailable during the vulnerable period of 6am to 9am on Thursday 29th March, this time will be used for system maintenance.

Issued by [Michelle Bond](#) - Lead Functional Analyst

2. Marketplace Availability

Please be advised that there will be a period of maintenance between 6.30pm and 8.30pm on Wednesday 28th March 2018 to allow for a scheduled release. During this period the site is not guaranteed to be available.

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

3. 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 March 2018**.

TAKARABIO EUROPE/CLONTECH	201144
STRATECH SCIENTIFIC LTD	62229
STONE COMPUTERS LTD	183579
BIOLINE REAGENTS LTD	60418

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

For instructions on how to print off a copy of an e-Invoice [click here](#)

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	95846
INSIGHT BIOTECHNOLOGY LTD	61303
MILTENYI BIOTEC LTD	61647
BLACKWELL UK LTD TA HEFFERS	61184
STP OFFICE SUPPLIES LTD	378984
PEPROTECH EC LTD	61834
GILSON SCIENTIFIC LTD	285839
GENEFLOW LTD	121051

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

4. Amendments to the Payment Run Schedule

Please note the following changes to the Payment Runs for the forthcoming Bank Holidays.

EASTER BANK HOLIDAY Friday 30th March and Monday 2nd April

Cheque Payments

- Supplier Payment Run – Wednesday 28th March as usual
- Euro, Dollar & Payalone Runs – Thursday 29th March (instead of Friday 30th March)

BACS Payments

- Supplier Payment Run – Completed on Wednesday 28th March as usual for payment on Tuesday 3rd April (instead of Monday 2nd April)
- Priority Payment Run – Completed Thursday 29th March as usual for payment on Wednesday 4th April (instead of Monday 2nd April)

MAY BANK HOLIDAY Monday 7th May

BACS payments will be completed as usual for payment on Tuesday 8th May (instead of Monday 7th May)

MAY BANK HOLIDAY Monday 28th May

BACS payments will be completed as usual for payment on Tuesday 29th May (instead of Monday 28th May)

Due to the tight schedule of the above payment runs please ensure that all invoices/expense claims you wish to be paid are processed and approved and all copies of over £10k invoices are sent to AP by the aforementioned times.

If you have any queries or require any further assistance please do not hesitate to contact the Accounts Payable Team on the usual helpdesk number (66888) or email ufs_ap@admin.cam.ac.uk

Issued by [Susanna Wilson](#) - Accounts Payable Supervisor

5. 2017/18 P11d Returns

Information has now been sent to departments requesting P11d returns for the 2017/18 tax year. Completed spreadsheets should be emailed to payrollenquiries@admin.cam.ac.uk no later than 13th April 2018. If there are no items for submission departments should still submit a nil return to Payroll.

Please check with finance contacts or Departmental Administrators to ensure you have received the email with return details. If you think this has not been received, please contact Payroll on 39779.

Posted by [Alexisis Dicken](#) - Payroll Section

6. Monthly Accounting Timetable

To view the [status of the monthly process](#) including the month end close dates please use the following link: [Accounting Timetable](#)

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