

Weekly Bulletin No. 739, Week Commencing Monday 24th September 2018

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1. Marketplace unavailable on the evening of Monday 24th September

Please be advised the Marketplace site will be unavailable on Monday 24th September between 6:30pm and 8:30pm to allow for a scheduled release.

We apologise for any inconvenience this may cause.

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

2. 2018 Year-end: last deadline 28 September

Departments are reminded that the **signed** year-end certificate(s) must be returned, via your Finance Manager, by Friday **28** September.

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

3. Searching the Supplier Database

As requested at the Finance User Group on Wednesday 19th September, please find attached the link to the detailed guidance on the [Supplier database](#)

Issued by [Rebecca Darlow](#) - Functional Analyst

4. Marketplace supplier changes

H C Slingsby Plc

With effect from 1 October 2018, H C Slingsby Plc will no-longer be a Marketplace supplier. The contract that they were associated with - Engineering, Design Consumables & Material Handling Products has expired

Issued by [Heather Ajimi](#) - Category Manager

New Marketplace Suppliers

During the week commencing 24 September 2018 several new suppliers will be added to the marketplace:

Contract: - SUPC Antibodies & Sera (and other related matrices) contract 2016/16 Contract reference LAB4034 SU

UNIVERSAL BIOLOGICALS (CAMBRIDGE) LTD

ANTIBODIES.COM LTD

VECTOR LABORATORIES LTD

PROTEINTECH EUROPE LTD

2B SCIENTIFIC LTD

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

5. The University Lookup - Please update

Current information is key to many of the University systems and Lookup is one of our critical systems. It takes data from CHRIS (for Staff HR) and the Registry (for Student information) on a daily basis.

Lookup functions as the primary online telephone and email directory for the University. Lookup is dynamically updated by its members, or we hope that it is, so it should be an accurate constantly updated directory.

We are therefore reliant on a great deal of the data being generated and updated by the users themselves. This is particularly relevant in areas where changes impact on the real world (telephone numbers for example) but Lookup also impacts on the Exchange Online world (if you have changed your display name, Exchange will use this as your name in the mailer) and in HEAT (for the same reason).

To access Lookup - <https://www.lookup.cam.ac.uk/> and to update your data go <https://www.lookup.cam.ac.uk/self/>

Issued on behalf of UIS

6. Reminder: Move from use of Passwords to Passphrases in CUFS

As previously advised, the change to passphrase security has now been introduced. As your password expires over the next few months you will be prompted to change to your new passphrase. This must be a minimum of 13 characters but is not case sensitive.

Please use this link to see the [CUFS Passphrase policy](#) for guidance on setting your new passphrase.

The following link will enable users to check the strength of their passphrase - <http://www.passwordmeter.com>

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

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](#)

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