

Weekly Bulletin No. 743, Week Commencing Monday 22nd October 2018

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1. Marketplace unavailable between 6:30 and 8:30 pm Thursday 25th October 2018

Please be advised the Marketplace site will be unavailable between **6:30 and 8:30 pm Thursday 25th October 2018** to allow for scheduled maintenance.

We apologise for any inconvenience this may cause.

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

2. CUFS Minimum Client Java Requirements change 31st October

With effect from Wednesday 31st Oct 2018 the minimum recommended/supported version of Java for CUFS will increase to version 1.8.0_181. This means that PC's or MAC's used by CUFS users must have a version of Java installed at version 1.8.0_181 or later versions of Java version 8.

Please do contact your Computer Officer with any queries on this information, and to ensure that you comply with the minimum requirements for Java for use with CUFS.

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

3. Tax courses

The following tax courses have been scheduled as part of the 2018/19 course offerings and are open for bookings.

VAT and the University

This short course by the University's VAT Manager will provide you with a better understanding of how VAT works within the University and what items could or should have VAT charged on them.

Dates:

- Wed 21 Nov 09:30 - 12:30 at Greenwich House
- Thu 14 Mar 13:30 – 16:30 at 17 Mill Lane

For more details and to book a place, please see <https://www.training.cam.ac.uk/fin/course/fin-vat%26Uni>

Off Payroll Worker briefing sessions

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. This seminar explains procedures and guidelines that have been implemented to help departments manage this risk.

Dates:

- Thu 22 Nov 14:30 – 16:00 at Greenwich House
- Thu 14 Mar 09:30 – 11:00 at Dept. of Engineering

For more details and to book a place, please see <https://www.training.cam.ac.uk/fin/course/fin-opw>

Issued by [Helen Bailey](#), Finance Training

4. Finance Training Courses

Cognos Refresher
Tue 23 Oct, 14h00
Mill Lane

This course is aimed at users who would like to revive their Cognos skills. The focus is on the functionality of Cognos, rather than report output. Content covers setting up your preferences, folders, home page and scheduling reports. For more details and to book a place see:
<https://www.training.cam.ac.uk/fin/event/2649983>

iProc 2 : Month end processes in the Buyers work centre
Thu 1 Nov, 14h00

This course follows on from the basic iProcurement course and covers the various month-end reports and associated processes. How to personalise and work with the Buyers Work Centre is also demonstrated. For more details and to book a place please go to:
<https://www.training.cam.ac.uk/fin/event/2650046>

How to Excel 3
Tue 1 Nov, 09h30

This is a new course for advanced Excel users, and follows on from the other Excel courses. It covers more advanced formulas and macros, using the recorder and VBA tools. This course is *only* for staff who have completed both sessions of *How to Excel*, or similar. There is also a pre-course task that must be completed. For more details and to book a place, see
<https://www.training.cam.ac.uk/fin/event/2649597>

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



5. New Suppliers, Amendments and re-activations: Compliance to Modern Slavery Act 2015

The University is committed to a zero tolerance approach to modern slavery and to acting with integrity in all its dealings, relationships, and supply chains. It expects the same high standards from all its staff, suppliers, contractors, and those with whom it does business. This policy applies to all employees, workers, consultants, and other persons doing business with the University including all its wholly owned companies, contractors, and suppliers.

To ensure you have the most up to date intranet links and guidance relating to the University's Policy and its compliance to the Modern Slavery Act 2015, we thought it was a good opportunity to repeat our communication and guidance:

- Please ensure you re-read the information notice issued to departments and the guidance on securing compliance here:
<http://ufs.admin.cam.ac.uk/ssr/ModernSlavery.pdf>
- For completeness the full information pack relating to supplier set ups on Supplier database and Modern Slavery Compliance is here:
<http://ufs.admin.cam.ac.uk/ssr/suppliernotes.pdf>

Issued by [Janice Sutton](#) - eProcurement Manager.



6. How potential new suppliers can register for opportunities to supply University of Cambridge

In looking to deliver more of a standardised approach as to how potential new suppliers could register to be considered for opportunity to bid for contracts to supply University of Cambridge, I thought it would be helpful to provide a common form of words which can be forwarded as appropriate to external organisations. The web-link below is freely available to the public via the procurement website but not the easiest to find.

Therefore, below is that 'common form of words' which could be used, including of course your usual greeting and signature:

Many thanks for expressing your interest in working with University of Cambridge. As an institution, we have clearly defined processes around awarding contracts and a fair and open approach to supporting potential and current suppliers who wish to engage with us from a wide range of backgrounds including SMEs, local companies and larger organisations.

Details of how you can register your interest and engage with us for opportunities can be found on the following, publicly available website: <https://www.admin.cam.ac.uk/offices/purchasing/suppliers/new/>

We would actively encourage you to explore this site as it contains information on many subjects which may be of interest including how to register as a potential supplier; the processes we use to tender; etc"

If you have any questions or queries please contact procurement.services.enquiries@admin.cam.ac.uk

Issued by [Helen Wain](#) - Head of Procurement.

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](#)