

# Weekly Bulletin No. 748, Week Commencing Monday 26th November 2018

1. [System Availability - Friday 30th November to Sunday 2nd December](#)
2. [Cognos Datamarts - Saturday 1st December to Sunday 2nd December](#)
3. [University Contracts](#)
4. [New Marketplace Supplier](#)
5. [Finance Training Courses](#)
6. [Monthly Accounting Timetable](#)

## 1. System Availability - Friday 30th November to Sunday 2nd December

Key University IT systems including CUFS will be unavailable during the vulnerable period of 17:00 on Friday 30th November to 17:00 on Sunday 2nd December.

The Supplier database and Expenses will also be unavailable during this period.

This time will be used for system maintenance.

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

## 2. Cognos Datamarts - Saturday 1st December to Sunday 2nd December

Cognos Datamarts will not be updated in the morning of Saturday 1st December and Sunday 2nd December due to essential IT maintenance works.

The Datamarts will remain as at close of business on Thursday 29th November over the weekend, on Monday morning they will update as normal to be as at close of business on Sunday 2nd December.

Issued by [Paul Humphreys](#) - Functional Analyst

## 3. University Contracts

In looking to help guide to University wide contracts for goods and services such as courier services, printing and stationery can we remind you a complete list of fully negotiated University contracts with preferred suppliers including key account contacts and terms e.g. pricing is listed on the procurement website - hyperlink here: [Master Framework Contracts](#)

Both the finance division website and the procurement website also provide a range of information and support around other areas such as:

- requests for advance payments in excess of 10,000 (section 18.4 Fin Regs)
- procurement (other than construction) where the Total Value exceeds 100,000 (section 18.3 Fin Regs)
- procurement where the Total Value exceeds 50,000 and supplier terms are used (section 18.3 Fin Regs)
- prior written consent not to follow the competition procedures where the total value exceeds 50,000 via the on-line dispensation form unless a general exclusion has been granted (section 18.3 Fin Regs)

As always, we are here to help where we can and if you are uncertain who best to talk to around procurement events and activities over and above your local key purchasing contact, please contact Emma - [procurement.services.enquiries@admin.cam.ac.uk](mailto:procurement.services.enquiries@admin.cam.ac.uk) or call 01223 (3) 32233 for support and guidance

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

## 4. New Marketplace Supplier

A new Marketplace supplier will be added this week

ST JOHN'S LABORATORY LTD

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

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

## 5. Finance Training Courses

*Managing the Budget - Part 2*  
Thu 6 Dec 09h30

This course covers how to draw up a financial plan, prepare it for upload to the finance system and monitor progress against the plan. It is a practical course which will look at the techniques and systems within the University that can be used for budgeting. The course follows on from Managing the Budget Part 1, but that is not a pre-requisite. The course is also for those who have a good working knowledge of budgeting principles already, and want to develop skills in using the University budgeting tools. However, competency with Cognos is a prerequisite . For more details and to book a place, please see:

<https://www.training.cam.ac.uk/fin/event/2729646>

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](#)