

From: UFS Communications
Sent: 26 May 2020 14:21
Subject: COVID-19 Finance Departmental Guidance - issue 25

Dear All

Please find today's round up of news from the Finance Division. Key Contacts are asked to share with staff in their areas.

- [Procurement – Refunds from Key Travel for cancelled trips](#)
- [iProcurement – Deliveries to Home \(DTH\) code now reinstated](#)
- [FUG - recording now available](#)
- [Communications moving forward](#)

This information is also available from the [Finance Division website](#). However, if you have any additional queries please do continue to contact the Help Desk on 01223 (7)65999 or at UFS_enquiries@admin.cam.ac.uk

COVID-19 FINANCE DEPARTMENTAL GUIDANCE – ISSUE 25 26th May 2020

Procurement - refunds from Key Travel for cancelled trips

Key Travel is the University's travel management company and our preferred supplier for travel services. As many travel plans have had to be curtailed or cancelled they have understandably received an increase in refund requests and have therefore provided answers to some of the most frequently asked questions. Please see the Travel website on Procurements website for more information at <http://www.admin.cam.ac.uk/offices/purchasing/travel/index.shtml>

iProcurement : Deliveries to Home (DTH) code now reinstated

Non-catalogue orders can once again be raised for items to home addresses, using the Deliver-to-location code DTH and by adding an attachment with a note to the supplier of the required delivery address. Please ensure you [check whether your chosen supplier is capable of fulfilling a home delivery](#) before placing your order.

Remember you must not place any DTH order via the Marketplace, even where your chosen supplier is available on Marketplace. Please raise all orders via the non-catalog route, using the 'DTH' shipping code, and add an attachment with the required delivery address. You can still search the Marketplace to find the details and price of the items that you need but you would then need to transcribe these to a non-

catalog order. Remember when checking out not to use the “Zmarketplace” site address for your supplier and once approved to email a copy of the order to your supplier.

FUG – recording now available

Many thanks to everyone who participated in this morning’s FUG which included updates on a number of initiatives including:

- The development of a new AP Dashboard facility in Cognos
- The central procurement of PPE as part of the phased re-opening of buildings
- Year-end 2020

More detailed information on all of the above will be released over the next few weeks, but in the interim if you the meeting you can catch up now with the recording available at <https://web.microsoftstream.com/video/eadf478e-0eb4-48f2-967a-ad72faf8cb09> This link is also available on the [FUG Papers webpage](#) along with the Power Point presentation.

These communications moving forwards

Now that we have moved out of the critical phase and the University is adapting to a “new normal” we will with effect from next week revert to issuing this bulletin on a weekly basis , on a Tuesday.

The [COVID Assistance web pages](#) will still continue to be maintained and if you have any questions or concerns in the interim please do continue to raise them either via the [UFS Helpdesk](#) or during the Finance user Group meetings.