

From: UFS Communications
Sent: 06 April 2020 17:04
Subject: COVID-19 Finance Departmental Guidance Issue 12
Attachments: Reminder email chasers 1 2 (final).docx

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.

- [Update : Purchase orders for home delivery from Marketplace suppliers](#)
- [Marketplace unavailable – Thursday 9th April 2020](#)
- [AP: Amendments to the payment run schedule](#)
- [AR: VAT on supplies to NHS Trusts etc.](#)
- [AR: Credit Control – text for dunning letters](#)
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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 12
6th April 2020

[Update: Purchase orders for home delivery from Marketplace suppliers](#)

Further to our previously issued guidance, it has come to our attention that the attachments on Marketplace orders are not transmitting through to our suppliers. Therefore, for the time being if you are purchasing anything from a Marketplace supplier that needs to be delivered to an individual's home address (and you have already checked that this is something that the [supplier can accommodate](#)) then please during these unusual times raise this as a non-catalog order to the supplier and then 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. We apologise for any confusion and inconvenience caused.

Marketplace unavailable – Thursday 9th April 2020

Please be advised of an upcoming period of maintenance scheduled to take place on the Marketplace from 6:30pm to 8:30 pm Thursday 9th April 2020.

AP : Amendments to the payment run schedule

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

EASTER BANK HOLIDAY Friday 10th April and Monday 13nd April

- Supplier Payment Run – Completed on Wednesday 8th April as usual for payment on Tuesday 14th April (instead of Monday 13th April)
- Priority Payment Run – Completed Thursday 9th April as usual for payment on Wednesday 15th April (instead of Monday 13th April)

MAY BANK HOLIDAY Friday 8th May

- Supplier Payment Run – Completed on Wednesday 6th May as usual for payment on Monday 11th May
- Priority Payment Run - Completed Thursday 7th May as usual for payment on Tuesday 12th May (instead of Monday 11th May)

MAY BANK HOLIDAY Monday 25th May

- BACS payments will be completed as usual for payment on Tuesday 26th May (instead of Monday 25th 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

AR: VAT on supplies to NHS Trusts etc.

During this time of crisis, it is highly possible that some Departments will be asked to provide services, equipment, stores etc. to NHS Trusts and others to help with the current situation. In haste and eagerness to do the right thing as promptly as possible, VAT is unlikely to be front of mind but, unfortunately, it is in those circumstances, that the VAT liability may not be fully considered or may even be misunderstood. This may be because medical exemption relief was claimed at the time of purchase, or because it is to the NHS or because it is a national emergency. However, in most cases, we would expect VAT to apply on any recharge or sales.

We are, of course, not suggesting that our support is not fully given, just that there is likely to be a VAT liability. If you have any further questions please contact the VAT Team on 01223 (3)32230 or 01223 330891 or at VATQueries@admin.cam.ac.uk

AR: Credit Control – text for dunning letters

Further to the [credit control guidance](#) that was issued last week departments are asked to please use the attached University approved text in any locally produced dunning letters to customers.

Logging off from the VPN

For those that are using the VPN to access your desktop pc please can you ensure that, at the end of the day, you **do not** use the windows button and click 'shut down'. Please simply use the cross at the top of the screen, showing the VPN access, to disconnect your remote session. You should only use the windows button to restart (if absolutely necessary). Clicking on shut down will shut your pc and it will then have to be restarted manually.