

**From:** UFS Communications  
**Sent:** 07 April 2020 16:15  
**Subject:** COVID-19 Finance Departmental Guidance Issue 13

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.

- [iProcurement: if you raised Marketplace orders for home delivery](#)
- [Online VAT courses](#)

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](mailto:UFS_enquiries@admin.cam.ac.uk)

**COVID-19**  
**FINANCE DEPARTMENTAL GUIDANCE – ISSUE 13**  
**07<sup>th</sup> April 2020**

**iProcurement: if you have raised Marketplace orders for home delivery**

If anyone has ordered items for home delivery using a Marketplace order in the last couple of days please call Procurement Services, on 01223 332233 or via [Procurement.services.enquiries@admin.cam.ac.uk](mailto:Procurement.services.enquiries@admin.cam.ac.uk), with details and they will attempt to re-divert the delivery to the correct address for you.

**Online VAT courses**

As we adjust to the new norm of working remotely some of you may still be busy contingency planning, doing your best to keep things running smoothly whilst juggling family commitments. If this is the case well done, keep going and you don't need to read any further for now, and you can come back to this item when things are a little calmer.

For those of you who do have a little spare time on your hands, BUFDG (British Universities Finance Directors Group) have produced a number of online VAT courses which relate specifically to the Higher Education (HE) sector. These are excellent resources covering many of the key topics relating to specific issues faced in HE. We have made these courses available on the Finance Training booking system

- [Introducing VAT in HE](#)
- [VAT on Purchasing in HE](#)

- [VAT Reliefs on Medical and Veterinary Purchases](#)
- [Claiming VAT Reliefs on Purchases](#)
- [VAT on Income in Higher Education](#)

Once you have booked a 'place' you will receive the login for the BUFDG e-learning site, if you have never registered with BUFDG before you will be prompted to set up a free account to give access to the site and/or e-learning modules. So, if you want to increase your VAT skills, simply log in to their e-learning site and pick the course you want, from the menu on the left-hand side of the screen.