

COVID-19
FINANCE DEPARTMENTAL GUIDANCE – ISSUE 18
22nd April 2020

iProcurement

Deliveries to home – new Deliver-to Location code

To assist both our suppliers and ourselves we have introduced a new **Deliver-To Location** code **DTH** . This code can be used by all departments and will simply instruct the supplier “to see the notes below for details of the delivery address” .

You are reminded that you can place orders for home delivery, largely, via the usual route. The only limitation relates to Marketplace (but we’re working on this), resulting in **all** orders having to go via the non-catalogue route. You can still search the Marketplace to find the details and price of the items, but you will need to transcribe these to a non-catalogue order.

When raising a non-catalogue order simply:

- amend the Deliver-To Location code at checkout to ‘DTH’
- add an attachment, prior to approving the purchase order, that details the delivery address to be used.

You can find additional information covering home deliveries [here](#) or via the Procurement Services [website](#)

Receipting

Please don’t forget we still need all ordered goods and services to be **receipted** once delivered, including those delivered to home addresses.

Marketplace unavailable – Thursday 23rd April

Please be advised of an upcoming period of maintenance scheduled to take place on the Marketplace from 6:30pm to 8:30 pm Thursday 23rd April 2020. We apologise for any inconvenience this may cause.

AP - Collection of bank details for students and individuals

Could we ask departments to please send all banking information they obtain to the bacsenquiries@admin.cam.ac.uk email, as requested last week , including in the email subject line : ***‘BACS Information’*** and the ***‘Name of the student/individual’*** .

Please do not forward these to the Helpdesk, who they have to then forward them to the BACS mailbox or attach them to the supplier requests (given the confidentiality nature of the information). We thank you for your assistance in this process.

Payroll

And finally some welcome news, thanks to the hard work of the Payroll Team over the weekend April's monthly payroll have been processed and staff will be paid as normal on Friday.