Procurement News Bulletin  
February 2020

Procurement policy, procedures & guidance
It’s 6 months since OneUniversity go-live and we continue to review our policies and procedures as part of our commitment to continuous improvement. A summary of recent developments is below for information. Please check all procedures regularly for updates:

1. **No PO No Pay exceptions** has been updated, please refer to the current version. If you any questions, refer to the Procurement Team.

2. All Purchasing Card holders must process their transactions **within 30 days** and within OneUniversity only;

3. For new Purchase Card Applications, it is mandatory to complete three training modules – one in-person and two online. Without them, the applicant will not be issued with a card. If you require training please email procurement@dundee.ac.uk.

4. Whilst the UK left the EU on 31 January, EU law, including procurement legislation, will continue to apply in the UK until 31 December 2020.

There will therefore be no immediate changes to public procurement law in Scotland, and public buyers should continue their normal purchasing activity. This includes advertising in the Official Journal of the EU (OJEU), normally through the Public Contracts Scotland website as at present.

We will provide further guidance later this year on the expected situation after 31 December 2020.

Procurement contracts
To support the University of Dundee objectives and goals, our team is engaged in many projects across the campus. A selection of updates for projects we are currently working on is below:

- The procurement page has been updated. The [Contracts Library](#) has been reorganised to reflect the Category Management approach and structure and the contact details for each Category Manager are included.
- We also have a [Category Map](#) which gives detailed information on the types of goods and services that each Category Manager is responsible for. It also helps end users to select the correct Charge Code when raising requisitions and coding card transactions in OneUniversity.

Procurement news
To embed best practice and improve knowledge of procurement related issues across the University, our team provide sector news and guidance that we feel may benefit our end users. We would like to make you aware of the following:

A ‘predatory conference’ presents itself as a legitimate scientific conference, sometimes claiming the involvement of prominent academics who are, in fact, not involved. The organisers employ an exploitative business model targeting students, faculty, and other researchers with invitations to participate in conferences, with high fees for attendance, and with poor reviewing standards for acceptance.

Please be vigilant and thoroughly research the background of any organisation that approaches you to make a submission for review or to speak at a conference, particularly where you are asked to pay a fee in advance. You should also be cautious of any organisation offering editorial or publishing services associated with academic journals.

All decisions to commit University funds should be value based. Consider if the conference or publication is offering good value to the University. There are also independent reviews, articles and blogs online for information. If in doubt, please speak to Procurement.

Procurement events
To support University of Dundee objectives and goals, our team is involved in events and training to increase engagement and raise awareness. A summary of upcoming events and training opportunities is below:

- Meet the Buyer Tayside - opportunity to meet suppliers, answer enquiries and to support potential businesses to become tenders. The event will happen on 18th February 2020 at Invercarse Hotel (371 Perth Road, Dundee, DD2 1PG).
- Procurement training information for end users can be found [here](#).

For further information visit [www.dundee.ac.uk/procurement](http://www.dundee.ac.uk/procurement) or email procurement@dundee.ac.uk