Procurement Policy
The OneUniversity system has brought some practical changes. A summary of the changes is below for information:

1. Any commitment not compliant with the ‘No PO, No Pay’ Policy, will be delayed or rejected. If you any questions, refer to the Procurement Team.
2. All Purchasing Card holders must process their transactions promptly 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 not be issued with a card.
4. Any new purchase card applications or Change Circumstances (directorate, school or department) must have approval from a Senior Management Pool Approver. Only someone from the Senior Management Pool Approval is permitted to approve any new card applications or change of situation.
5. All Purchasing Card holders require a PIN sentry device for security reasons. For any questions about how to use it or if you still do not have one, please email procurement@dundee.ac.uk

Procedures & guidance
To support the new changes and the OneUniversity system, we have undertaken a full review of all our procedures, processes, guidance and training documentation. A summary of the updates is below for information:

• For the avoidance of doubt, on all communications regarding current contracts and their respective Purchase Orders (POs), it is always mandatory to add the specific contract references and the POs reference on POs communications.

• The procurement page has been updated. The main update is the addition of a new section focused only on Purchasing Cards. There you can find all important information about PCards, such as forms, useful information about PCards and the mandatory self-service modules for new Cardholders.

• Also, on the procurement page, our blanket Import Duty Relief form have been updated by HMRC. For access the new Import Duty Relief form, please click here.

Procurement projects
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 Sustainable Road Surfacing Project is based on using waste plastic into a road surface. Also, it is directly linked to the UN Sustainable Development Goals to ensure sustainable consumption and production patterns. The first phase went very well. If you want to read more about the first part of the project, please click here.

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).