



**05 August 2020**

## **Supplier Update**

**UNIVERSITY BUILDING REOPENING:** The University is slowly beginning to reopen buildings across the campuses closely following the Government guidelines, any supplier who needs to enter a building, except for delivery to standard delivery points, must provide a Risk Assessment and Method Statement (RAMS). Please email a copy to [procurement@nottingham.ac.uk](mailto:procurement@nottingham.ac.uk) for review prior to coming onsite to ensure the safety of all. Suppliers should note that each building will have clearly sign posted one-way systems and hand sanitiser stations, please follow the instructions of all signage when entering any University building.

From the 24th July onwards the UK Government requires a face covering to be worn in all shops, including takeaway food shops. Therefore, there will be a requirement for face coverings to also be worn in all shops across campus. In addition, from 27<sup>th</sup> July the University has made the decision to mandate the wearing of a face covering in all University buildings. Whilst Social distancing and good hygiene practices remain the most effective controls, we now ask all suppliers and contractors on site to arrive with their own face coverings to comply with our campus policy.

We have updated our Health and Safety policy and guidance for contractors working on our sites to reiterate the existing contractor requirements and provide further guidance to address the risk associated with COVID-19. Please liaise with your local UoN contact to ensure you have the latest guidance. [Covid-19 Supplementary Guidance for Contractors Working on Campus](#).

Supplier personal are asked to notify their University contact upon arrival and when work is complete.

We politely request you notify us should one of your employees, who has visited any of our sites, test positive for COVID-19 so that we can track and trace anyone they may have come into contact with.

**DELIVERIES UPDATE:** Please be aware that although the University is beginning to reopen buildings all deliveries should be confirmed by direct contact by a University staff member specifically confirming the University delivery point and related opening times as delivery points maybe operating on reduced hours due to minimal staffing.

### **Please note that this does NOT include:**

- estates and facilities management suppliers
- catering suppliers
- animal feed stock/ bedding / welfare services and veterinary service providers
- cryogenics or gas suppliers
- critical research groups currently working on identifying potential vaccines to Corvid 19 will also be continuing to work as normal

**Whilst this is not an exhaustive list, if there is any confusion, please contact your usual University contact for clarification.**

**FRAUD UPDATE:** Suppliers should note that due to the increase in attempted fraudulent activity taking place, any emails must come from Nottingham.ac.uk email address – do not accept communications from any other email address – even with a slight variation. Any suspicious activity should be reported to the UK Police via their Action Fraud Service website: <http://www.actionfraud.police.uk/> . Please also note that fraudsters may attempt to set up a new delivery point, and this is not an agreed action from the University.

**PAYMENT UPDATE:** Any goods / services **already** delivered to the University will be paid, providing that a purchase order was sent by a member of staff in advance and an invoice has been received before. For any business critical items paid for during this period, this will be done by purchasing card by a member of the business critical FM team.

**CONTRACT UPDATE:** For any suppliers who have been recently awarded a contract, you **may** be contacted to discuss an amended start date for delivery due to the current situation. We will try and minimise this wherever possible but be aware that due to the disruption of business as usual this may be unavoidable.

Thank you