19 March 2020

Supplier Update

DELIVERIES UPDATE: Please be aware that due to the COVID-19 response of the University from Friday 20th March, unless you have had a direct contact by a University staff member specifically confirming continuation of supply to one of the University’s standard delivery points, all deliveries will either be paused or new arrangements put in place from this Friday.

Please note that this does NOT include:

- estates and facilities management suppliers
- catering supplier
- animal feed stock/bedding/welfare services and veterinary service providers
- cryogenics or gas suppliers
- critical research groups currently working on identifying potential vaccines to Covid-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 forwarded to: procurement@nottingham.ac.uk. The advice we have been given is for recipient suppliers to report these incidents 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.

NEW SUPPLIERS UPDATE: New supplier requests submitted after 20th March 2020 will not be actioned unless it is absolutely essential and approved by the FM business critical team. Any requests submitted by staff before this date should be actioned as normal.

Thank you