

PURCHASING DEPARTMENT CORPORATE PROCEDURAL GUIDELINES FOR REQUISITIONERS

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PROCEDURE SUMMARY		
The purpose of this procedure is to explain requisitioning, purchasing and goods receiving procedures in place to aid all Trust staff in ordering the goods and services required to carry out their work.		
The Trust monitors the implementation of and compliance with this policy in the following ways;		
The Head of Procurement, The Finance Department, Internal Audit & External Auditors		
Services	Applicable	Comments
Trustwide	✓	

**The Director responsible for monitoring and reviewing this policy is the
Executive Chief Finance & Resources Officer**

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PURCHASING DEPARTMENT
CORPORATE PROCEDURAL GUIDELINES FOR REQUISITIONERS

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Assurance Statement

The purpose of this Procedural Guideline Document is to ensure that the ideals set out in its equivalent policy are detailed in a way that is understood by all staff, thereby ensuring that the policy can be fully implemented, monitored and reviewed within the organisation.

1.0 INTRODUCTION

1.1 This document aims to clarify the procedure which should be followed by any member of staff within EPUT wishing to requisition goods and services.

Although these procedural guidelines are comprehensive; advice and support is always available from the Purchasing Department who can be contacted as follows:

1.2 The team is based at Thameside House, Thurrock Community Hospital, Long Lane, Grays, Essex RM16 2PX. (Internal Postal Code 05A)

1.3 The Head of Procurement who can be contacted at Thurrock Hospital direct line [REDACTED]

1.4 The Purchasing Team contacts are available on the Trust intranet site

1.5 The fax number is [REDACTED]

2.0 STOCK REQUISITIONS

2.1 Most frequently used items such as gloves, dressings, needles and syringes can be ordered in small quantities from the NHS Supply Chain Central Stores. Items ordered from NHS Supply Chain are commonly known as "Stock" items.

2.2 The use of remote electronic requisitioning for stock items has been rolled out across the Trust to facilitate 'e-procurement' of stock items. Users have been (both requisitioners and budget holders) are given unique logins and passwords to ensure that segregation of duties and appropriate authorization of expenditure is maintained. Each individual must keep these passwords secure. The guidelines on the use of this system are included in Appendix 1

2.3 Stock Requests should be completed on a weekly basis (or less frequent if appropriate). Different sites have different delivery days, so requisitioners should ensure that sufficient time is allowed from completion of the Stock Request for it to be authorised by the budget holder and to be forwarded to NHS Supply Chain in order to meet the delivery schedule. Details on the different delivery days can be obtained from the Purchasing Department.

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- 2.4 If a known order is required on a regular basis, one stock requisition can be completed as a standing order. The requisitioner needs to state the frequency of deliveries and the start date. Purchasing will then arrange for this to be delivered automatically, without the need for the requisitioner to reorder.
- 2.5 Each location/ department will need to insert a unique UNIT CODE which will ensure that the goods are delivered to the right location and charged to the correct budget. Stock Requests cannot be processed unless these details are correctly detailed. These codes can be obtained from the Purchasing Department.
- 2.6 Additional Delivery Points can be set up by the Purchasing Department as required. These requests should be made in writing and signed by the appropriate budget holder.
- 2.7 On receipt of the delivery, the goods should be checked as soon as possible against the delivery note which will accompany the delivery.
- 2.8 Any discrepancies between the delivery note and the delivery; or between the original requisition and the delivery; should be immediately notified to the Purchasing Department (within 48 hours of receipt) who will advise of action to be taken. You will need to quote the issue note number and the user point number, which are both quoted on the delivery note.
- 2.9 All correct delivery notes should be signed and dated by the Receiving Officer (i.e. person checking the contents) and filed safely, locally.
- 2.10 Any member of staff requiring access to the NHS Supply Chain Stock ordering system will need to have the request made (to the Purchasing Department) by their budget holder, stating their name, email & telephone contact details, level of access and delivery location. New users will be given access within 48 hours of the request.

3.0 NON STOCK REQUISITIONS

- 3.1 Most goods and services required from a Supplier other than the NHS Supply Chain must be requested using the Cedar e-procurement requisitioning system. An official NON STOCK REQUISITION (See Appendix 2) should be used for Trust Fund purchases only. Exceptions to this include:-
 - 3.1.1 Goods/ Services already received / invoiced to the value of £100 or less - different procedures are required in respect of goods/ services to the value of £100 or less which have already been received. Please refer to Procedure Note 4.4
 - 3.1.2 Electrical and/or Engineering Goods / Services - all requests for electrical and/or engineering goods & services should first be directed to the Trust's Estates Services) for their technical input and to ensure compatibility with existing services.

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- 3.1.3 Non Mobile Telecommunications Equipment and Computers or Associated Hardware & Software - all requests for non mobile telecommunications equipment and computers or associated hardware & software should first be directed to the Trust's IT Department for their technical input and to ensure compatibility with existing systems.
- 3.1.4 Mobile Telecommunications Equipment - all requests for mobile telecommunications equipment are subject to additional procedures identified in the Corporate Procedural Guidelines CPG7.
- 3.1.5 Medical Devices Equipment - all requests for medical devices equipment are subject to additional procedures identified in Appendix 4.
- 3.1.6 Furniture & Equipment for Patient areas – for all requests for items for patient areas, the items requested should be risk assessed for patient safety/ possible self-harm & ligature risks by the ward or team Manager. All requests for items of furniture should also be checked with the Infection Control lead to ensure they meet Infection control requirements in terms of design & upholstery.

E-procurement Non Stock Requests

- 3.2 The Trust uses the Cedar e-procurement Non Stock requisitioning system which replaces all paper requisitions except those paid by Trust Funds
- 3.3 Requisitioners and budget holders are issued with unique logins & passwords to the access the system which designates the areas for which they can order. These must be kept secure.
- 3.4 The guidelines on the use of this system are on the Trust Intranet & can be found in Appendix 6
- 3.5 Any member of staff requiring access to the Cedar e-procurement Non Stock ordering system will need to have the request made (to the Purchasing Department) by their budget holder, stating their name, email & telephone contact details, level of access and delivery location. New users will be given access within 48 hours of the request.

Paper Requisitions (Trust Funds only)

- 3.6 Non Stock Requisition Pads are obtained from the Purchasing Department.
- 3.7 Non Stock Requisition pads are Controlled Stationery and should therefore be kept in a secure place at all times.
- 3.8 When requesting goods or services, it is not always necessary to include details of the supplier/ company as the Purchasing Team will identify the most competitive prices and suppliers. However it is necessary to include as much detail as possible about the item required on each Non Stock Requisition. This will include a full description of the item, a maximum price, and an indication of urgency. The Purchasing Team will be able to provide requisitioners with advice on any purchases in advance if required. If details of

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who / where the goods are obtainable from are known; the suppliers' details and catalogue reference numbers etc. should be quoted on the non-stock requisition.

- 3.9 Each non-stock requisition will also require the insertion of an expenditure code to ensure that the correct budget is charged for the expenditure incurred. Expenditure codes always consist of an 8-digit number, broken down into a 4 digit Cost Centre and a 4 digit Account Code. The Cost Centre identifies the budget to which items are to be charged and will usually remain the same for each requisitioner at the same location. The Account Code identifies the type of expenditure and will therefore change according to the goods or services requisitioned. Help and advice regarding Expenditure Codes can be obtained from the Management Accounts Department based at Thameside House, Thurrock Community Hospital.
- 3.10 When the Non Stock Requisition is completed in full, the requisitioner should sign in the box marked "Requested By".
- 3.11 The top copy (green) of the completed requisition should then be forwarded to the appropriate Budget Holder for authorisation. The Purchasing Team are unable to process any Non Stock Requisition that has not been authorised by the recognised Budget Holder. Requisitioners will need to take into account the time taken for this authorisation to be completed when requesting items. The second copy (yellow) of the completed requisition should be retained in the Non Stock Requisition Pad as a record of the request.
- 3.12 If the Budget Holder is in agreement with the required expenditure, the (green copy) Non Stock Requisition should be signed in the box marked "Authorised By" and forwarded to the Purchasing Department.
- 3.13 If the expenditure is not authorised, the Budget Holder should return the Non Stock Requisition to the requisitioner with an appropriate explanation as to why it has been refused.
- 3.14 Any queries relating to a Non Stock Requisition should be directed to the Purchasing Department quoting the relevant Non Stock Requisition number.
- 3.15 On receipt of the authorised Non Stock Requisition, the Purchasing Team will place an Official Order with an appropriate Supplier. The Team aim to process all requisitions within five days of receipt although this may not always be possible.
- 3.16 In an emergency, Purchasing are able to issue an official order, within 30 minutes of receiving in person or via the fax, or e-procurement a completed and authorised Non Stock Requisition. Details can be obtained from the Purchasing Team if required.
- 3.17 The Purchasing Team will also process small value requisitions using the Trust's credit card. This process allows speedier processing of orders and reduces the number of low value invoices that need to be processed.

4.0 PURCHASING GOODS OR SERVICES TO THE VALUE OF £100 OR LESS (NON STOCK)

- 4.1 In line with the Trust's Standing Financial Instructions, the Trust aims to avoid, where possible, placing low value official orders. Alternative arrangements should therefore be made to purchase goods to the value of less than £100:
- 4.2 Using Petty Cash
- 4.3 Setting up Standing or Call Off Orders for frequent ordering of the same low value items. The Purchasing Team should be contacted for advice if this arrangement is required.
- 4.4 Payment by Cheque.
A Cheque Requisition Form can be used where an invoice has been received for goods/services less than £100. Additional forms are available from the Finance Department, on request.
- 4.4.1 Complete the form (example in Appendix 3) ensuring that all sections are clear & legible. The following details must be included:-
- the Payee's name and address
 - the reason for the payment
 - the price for each item
 - the quantity required
 - the cost centre & account code to be charges
 - the total value (inclusive of VAT) to be paid
- 4.4.2 The Cheque Requisition must then be signed by the appropriate Budget Holder as authorisation.
- 4.4.3 When authorised, the form (with the invoice securely attached) should be forwarded to the Financial Accounts Department at Thameside House, Thurrock Community Hospital (internal post 05a).
- 4.4.4 Finance will raise the cheque as directed and send it direct to the Supplier.
- 4.5 Where none of the above is appropriate, a non stock request should be completed in the normal way (see section 3) and once received by the Purchasing Department, the request will (where possible) be processed using the Trust's credit card.

5.0 PURCHASING GOODS TO THE VALUE OF £5,000 OR MORE (NON STOCK)

- 5.1 If the value of a single item of expenditure exceeds £4,999 and is not purchased against a recognised NHS Contract, the Purchasing Department are required, under the Trust's Standing Orders, to ensure that three competitive quotes have been obtained. This will delay the processing of the requisition and should be taken into account when raising the requisition.

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- 5.2 If the item is covered by an NHS or Government Contract or Framework Agreement then this process will not be required.
- 5.3 A “waiver” form (see Appendix 5) should be completed by the Budget Holder and authorised by the appropriate Trust Director(s). If the value exceeds £10,000 the Chief Executive or Director of Finance must also authorise the form. This form must be attached electronically to the non-stock request and forwarded to the Purchasing Department.

6.0 OFFICIAL ORDERS

- 6.1 On receipt of the completed, authorised eproc request, the Purchasing Department will raise an Official Order.
- 6.2 The requisitioner will receive a copy of this order.
- 6.2.1 Those using paper requisitions (trust funds only) will receive paper copies of their orders via the internal post
- 6.2.2 Those using e-procurement will receive an electronic copy of their order via email.
- 6.3 Wherever possible, the supplier will be emailed or faxed copy of their order; if this is not appropriate the order will be sent by second class post.

7.0 GOODS RECEIVED ADMINISTRATION

- 7.1 The Trust is required to settle all outstanding bills with suppliers within 30 days of receipt of an invoice. If the correct Goods Receiving procedure is in place throughout the organisation this target is achievable. A list of all invoices (by service) which do not meet the 30 day rule is kept by the Finance Department and brought to the attention of Directors at regular intervals.
- 7.2 When a delivery is made or the service is received, the goods/ service should firstly be checked against the delivery note for accuracy before the delivery note is signed. Any discrepancies should be noted on the delivery note. The delivery will then need to be checked against the official order to which it relates.
- 7.3 Those staff using the e-procurement system should receipt their requisitions using the GRN option within the system. Details of receipting are contained within section 10 of the e-procurement guidelines (attached as Appendix 6 to this procedure)

8.0 STATIONERY ORDERING

- 8.1 The Trust currently has agreed arrangements with one stationery provider (Office Depot Ltd.) whereby most stationery and computer consumable items can be ordered in small quantities on a regular basis, at very competitive prices, without the need to raise an official order.

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- 8.2 The use of remote electronic requisitioning for stationery items has been rolled out across the Trust to facilitate 'e-procurement'. Users have been (both requisitioners and budget holders) given unique logins and passwords to ensure that segregation of duties and appropriate authorization of expenditure is maintained. Each individual must keep these passwords secure.
- 8.3 Office Depot Ordering Guidelines can be found in Appendix 7
- 8.4 Stationery is delivered on a weekly basis to all Trust sites
- 8.5 Upon receipt, the goods should be checked against the delivery note and the delivery note checked against the original requisition. Any discrepancies should be notified to the Purchasing Team.
- 8.6 The delivery note that accompanied the goods should be signed and dated by the person checking the delivery and sent to Financial Accounts at Thurrock Hospital to facilitate payment of the invoice.

END
