

## SUPPLY CHAIN USER GUIDE

### 1. What This Guidance Will Tell You

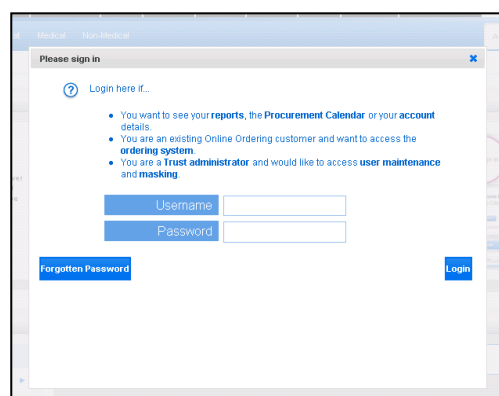
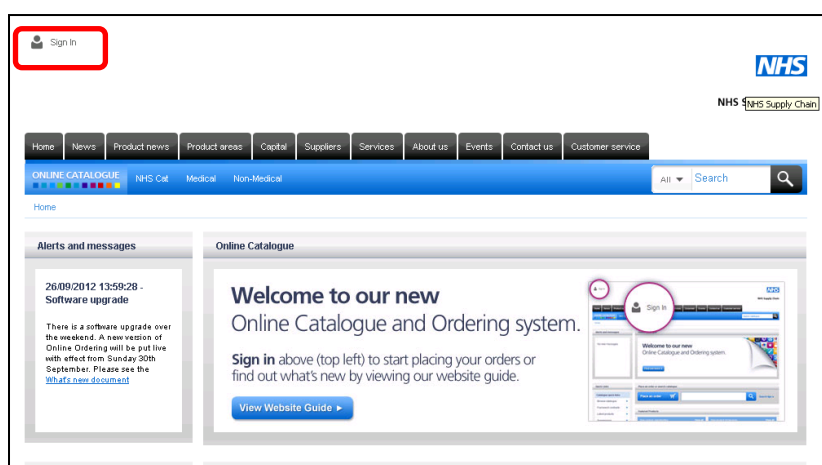
By following this guidance you will be able to know:

- how to order your dressings.
- how to check your delivery date.
- how to check what you have ordered.
- who to contact should you have any problems with your orders.

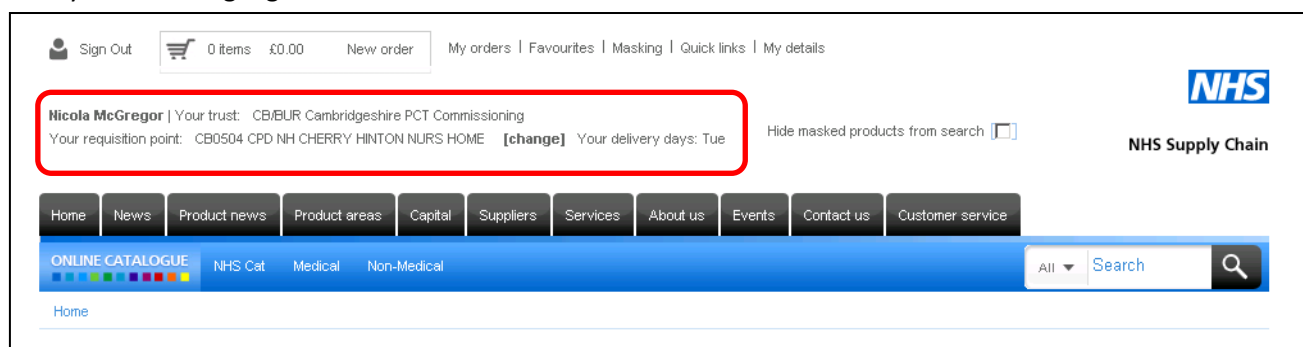
### 2. Preparation

- Check you have received your user name and password.
- Logon to Supply Chain: <http://my.supplychain.nhs.uk/catalogue/Account/Login?ReturnUrl=%2fcatalogue%2forder>

### 3. First Time Log In



- Logon to Supply Chain via **sign in** button (highlighted above)
- When logging in for the first time, you will need to check your details and confirm them before you can go any further – highlighted below.



- If you find you don't have a favourites listed; please select the change button (highlighted above) and confirm your details again.

### 4. Ordering

Before you start: If you order for more than one requisition point, please ensure you have selected the right location before placing your order. You can change the requisition number by selecting the change option next to your name (as highlighted in the previous picture). Please select the relevant requisition point and '**Confirm**'.

- To order dressings – select ‘Favourites’.
- Then select the symbol highlight below.

Sign Out 0 items £0.00 New order My orders **Favourites** Masking | Quick links | My details

Sarah Desborough | Your trust: CB/BUR Cambridgeshire PCT Commissioning  
Your requisition point: CB0514 CPD NH THE HOPE RESIDENTIAL [change] Your delivery days: Tue

Home News Product news Product areas Capital Suppliers Services Corporate Events Contact us Customer service

ONLINE CATALOGUE NHS Cat Medical Non-Medical All Search

Home




← Back | Favourites

Name restriction: Contains  
Favourite name:   
Favourite type: All  
NPC:   
Current req point only:

Search

Showing 1 - 1 of 1 results

Page size: 10 Update





| Req point | Favourite name                                     | Line count | Next run date | Manual date | Created by    | Created date |                                                                                                                                                                                                                                                                   |
|-----------|----------------------------------------------------|------------|---------------|-------------|---------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CB0514    | <a href="#">Dressings Formulary CPD (Aug 2012)</a> | 70         |               |             | Paul Thompson | 14/08/2012   |    |

Alternatively, if you select ‘Dressings Formulary...’; you will need to scroll down to the bottom and select ‘Create order from this favourite’ (bottom right).

- This will then show the Dressing Formulary favourites list from which you place your order.

← Back | Edit

Favourite name: Dressings Formulary CPD (Aug 2012)

| NPC    | Description                                                                                                                                                                                                         | Unit issue | Pricing                                               | Line qty | Line value |                                                                                       |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------|----------|------------|---------------------------------------------------------------------------------------|
| ELA216 | Dressing polyurethane foam film without adhesive border sterile moderate to heavily exuding wounds 10cm x 10cm square<br>Brand: Activheal<br>MPC: 10009115<br>Supplied by: NHS Supply Chain                         | Pack of 10 | Qty: 1+ Price: 11.41<br>£1.14 each                    | 0        | 0.00       |  |
| ELA246 | Dressing polyurethane foam film without adhesive border sterile moderate to heavily exuding wounds 10cm x 18cm rectangular<br>Brand: Activheal<br>MPC: 10009116<br>Supplied by: NHS Supply Chain                    | Pack of 10 | Qty: 1+ Price: 20.59<br>£2.06 each                    | 0        | 0.00       |  |
| ELA131 | Dressing polyurethane foam film without adhesive border sterile moderate to heavily exuding wounds 10cm x 10cm square<br>Brand: Allevyn Non Adhesive S+N<br>MPC: 66157637<br>Supplied by: NHS Supply Chain          | Pack of 10 | Qty: 1+ Price: 27.48<br>8+ Price: 26.03<br>£2.75 each | 0        | 0.00       |  |
| ELA210 | Dressing polyurethane foam film with adhesive border sterile moderate to heavily exuding wounds 10cm x 10cm square (wcp 5x5cm + border 2.5cm)<br>Brand: Activheal<br>MPC: 10009115<br>Supplied by: NHS Supply Chain | Pack of 10 | Qty: 1+ Price: 9.90<br>£0.99 each                     | 0        | 0.00       |  |

Load order history Quick add Convert to standing order Save Create order from this favourite

Enter the number of items you wish to order.

Once all items have been entered, select 'Checkout now'. Please note the minimum spend is £10.00.

ONLINE CATALOGUE NHS Cat Medical Non-Medical All Search

Home

Back | Order

Req point: CB0514 CPD NH THE HOPE RESIDENTIAL

Earliest delivery date: [ ]

Local reference: Dressings Formulary CPD (Aug 2012)

| NPC    | Description                                                                                                                                                                                      | Earliest delivery date | Unit issue | Pricing                                         | Line qty | Line value |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------|-------------------------------------------------|----------|------------|
| ELA216 | Dressing polyurethane foam film without adhesive border sterile moderate to heavily exuding wounds 10cm x 10cm square<br>Brand: Activheal<br>MPC: 10009115<br>Supplied by: NHS Supply Chain      |                        | Pack of 10 | Qty Price<br>1+ 11.41<br>£1.14 each             | 1        | 11.41      |
| ELA246 | Dressing polyurethane foam film without adhesive border sterile moderate to heavily exuding wounds 10cm x 18cm rectangular<br>Brand: Activheal<br>MPC: 10009115<br>Supplied by: NHS Supply Chain |                        | Pack of 10 | Qty Price<br>1+ 20.59<br>£2.06 each             | 0        | 0.00       |
| ELA131 | Dressing polyurethane foam film without adhesive border sterile moderate to heavily exuding wounds 10cm x 10cm square<br>Brand: Allevyn Non Adhesive S+N<br>MPC: 66157637                        |                        | Pack of 10 | Qty Price<br>1+ 27.48<br>8+ 26.03<br>£2.75 each | 2        | 54.96      |

Quick add Save **Checkout now**

Once checkout is complete you will be shown the order summary (as below). Ensure you make a note of the **Order Reference Number**.

Back | Checkout complete

Checkout complete

Local reference: Dressings Formulary CPD (Aug 2012)

Requisition point: CB1244 CPD NH ETHELDRED NURSING HOME

Delivery address: CLAY STREET  
HISTON  
CAMBRIDGE  
CAMBRIDGESHIRE  
CB4 9EY

Created by: Nicola McGregor 05/10/2012 09:10:12

Checked out by: Nicola McGregor 05/10/2012 09:10:12

Authorised by: Nicola McGregor 05/10/2012 09:10:12

| Order reference number | Earliest delivery date | Order type | Stock |
|------------------------|------------------------|------------|-------|
| 27331VV                |                        |            |       |

| NPC    | Description                                                                                                                                     | Qty | Qty sent | Delivery date | Trust status | Supply chain status | Comment | Line value |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|---------------|--------------|---------------------|---------|------------|
| ELA020 | Dressing polyurethane foam film with adhesive border sterile moderate to heavily exuding wounds 7.5cm x 7.5cm square(wcp 5x5cm + border 1.25cm) | 2   | 0        |               | ORDER SENT   | COMMITTED           |         | 32.88      |

If you exceed your limit, an authorisation email will be sent to Medicines Optimisation Team. This may delay your order.

If you require an item that is not listed on the formulary, please seek advice from a Tissue Viability Nurse.

Non Formulary dressings should be obtained through FP10.

## 5. Delivery of Items

Your Delivery Day is displayed at the top of your ordering screen.

The screenshot shows the top of the NHS Supply Chain ordering interface. At the top right, the NHS logo and 'NHS Supply Chain' text are visible. Below the user's name 'Sarah Desborough', the text 'Your trust: CB/BUR Cambridgeshire PCT Commissioning' and 'Your requisition point: CB0514 CPD NH THE HOPE RESIDENTIAL' is displayed. A red box highlights the text 'Your delivery days: Tue'. Below this is a navigation menu with buttons for Home, News, Product news, Product areas, Capital, Suppliers, Services, Corporate, Events, Contact us, and Customer service. At the bottom, there is an 'ONLINE CATALOGUE' section with filters for NHS Cat, Medical, and Non-Medical, and a search bar.

You can check the date of your delivery by selecting 'My orders' and 'Latest orders'.

This will display a list of your most recent orders.

The screenshot shows the 'Latest orders' page in the NHS Supply Chain system. At the top, the 'My orders' button is highlighted with a red box, and a dropdown menu is open, showing 'Latest orders' also highlighted with a red box. Below the navigation menu, there is a search filter section with fields for Local reference, Req point, Sales order number, NPC, and Supply route. A dropdown menu is set to 'None' and there is an 'Expected delivery date' field. A 'Search' button is present. Below the search filters, it says 'Showing 1 - 3 of 3 results'. A table displays the following data:

| Primary order number               | Local reference | Owner            | Order Date | Orders       | Trust status | Supplychain status            | Expected delivery date | Lines | Value  |
|------------------------------------|-----------------|------------------|------------|--------------|--------------|-------------------------------|------------------------|-------|--------|
| CB0514 CPD NH THE HOPE RESIDENTIAL |                 |                  |            |              |              |                               |                        |       |        |
| <a href="#">27043W</a>             |                 | Sarah Desborough | 11/09/2012 | 27043W Stock | ORDER SENT   | ACCEPTED                      | 18/09/2012             | 4     | 131.40 |
| <a href="#">26922W</a>             |                 | Sarah Desborough | 03/09/2012 | 26922W Stock | ORDER SENT   | YOUR ORDER HAS BEEN DELIVERED | 11/09/2012             | 7     | 304.37 |
| <a href="#">26850W</a>             |                 | Sarah Desborough | 28/08/2012 | 26850W Stock | ORDER SENT   | YOUR ORDER HAS BEEN DELIVERED | 04/09/2012             | 5     | 192.66 |

## 6. Additional Information

When viewing your order, you can see at what stage your delivery is at;

- **COMMITTED:** Order has been placed but not accepted on Supply Chain system. Once committed you will need to contact Supply Chain to change anything in relation to your order, but they cannot do this until it has been 'Accepted'.
- **ACCEPTED:** This shows that the order has been accepted on Supply Chain's system. A delivery date should appear from this point.
- **WE ARE PACKING YOUR ORDER:** This is as it states, and the order can no longer be changed.
- **READY FOR DELIVERY:** This is when your order and been packed and is waiting at the depot to be loaded

onto the vehicle.

- PACKED AND LOADED ONTO LORRY: Awaiting delivery, this is when your order is in transit.
- YOUR ORDER HAS BEEN DELIVERED: This shows that your order has been delivered and on which date.

## 7. Contact Details

**Medicines Optimisation Team** *for a new login/requisition point or login issues*

Telephone: 01480 387126

Email: [capccg.prescribingpartnership@nhs.net](mailto:capccg.prescribingpartnership@nhs.net)

**Supply Chain** *to amend or cancel an order already placed or if your order is showing as being delivered but it cannot be located, please request a Proof of Delivery. Note: the requisition point and order number will be required.*

- CB requisition points (Bury depot): 01622 402634

- CD requisition points (Rugby depot): 01623 587183