

Welcome to July edition of Have I Got Procurement News For You. The newsletter will keep you up-to-date with all procurement news.

It is unbelievable to think it has been four months since the first publication of HIGPNFY (it just rolls off the tongue) and that you have come back for more! We are already in quarter two of the new financial year and with the financial challenges we are faced with again this year, procurement are here to help you get more bang for your buck .

## Who are ELFS?

Apart from the obvious answer to this question when we refer to ELFS we mean East Lancashire Financial Services.

ELFS can help you and suppliers with invoice related problems and certain e-procurement system problems.

The invoice system we use is commonly known as Basware so for Basware password resets, general issues, new user set up, e-procurement access problems i.e. system unavailable and e-procurement password problems then ELFS are the team to contact.

You can phone them on 01254 732014 (or ext.82014) or email them at: [elfs\\_helpdesk@elht.nhs.uk](mailto:elfs_helpdesk@elht.nhs.uk)

## **Knowing me, knowing you...**

### Nafeesa Patel

If you dial extension 82985 you will speak with Nafeesa. Her knowledge of NHS supplychain is rivalled only by her super human strength of patience.

Nafeesa can handle any NHS Supplychain query, including: product queries, masked items, online orders, returning items or wrong deliveries.

You can email Nafeesa on:

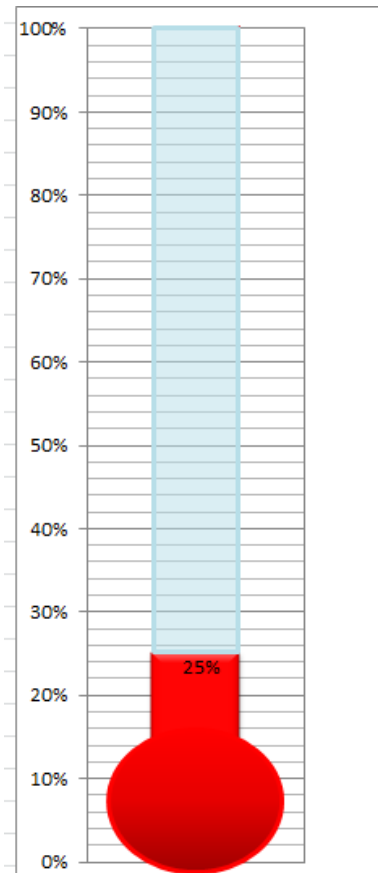
[procurementstockhelpdesk@elht.nhs.uk](mailto:procurementstockhelpdesk@elht.nhs.uk)

## Understanding E-Procurement, non stock ordering & receipting goods/services

- The Oracle e-procurement system is the system used to order goods you cannot purchase from NHS Supply-chain.
- The link to log in is: [E-Procurement log in page](#)
- HELP! I can't remember my password, who do I contact? There is a "forgotten your password?" button on the log in page. Initially you can reset your own password. If you have locked your account by entering an incorrect password too many times you will need to contact ELFS service helpdesk on extension 82014 who will reset your account for you
- E-procurement works like online shopping, you can search for items and add them to your basket. Alternatively if the item isn't available on the search function there is a free text option so you can manually type out the details of what you need. For this you will need to know the products description, price and the supplier you are wanting to buy from.
- One of the problems we see often is invoices not being paid as they are awaiting a receipt. If you place an order on the e-procurement system you need to tell it that your order has arrived by receipting your items.

# SAVINGS

**Total Savings achieved 2014/2015 £1,673,984.88**



## **Savings 2015/2016**

**Annualised Target £2M**

**In year savings achieved to date (including legacy):**

|                                 |                    |
|---------------------------------|--------------------|
| <b>Estates &amp; Facilities</b> | <b>£66,499.64</b>  |
| <b>Corporate</b>                | <b>£6,504.22</b>   |
| <b>IT</b>                       | <b>£1,682.98</b>   |
| <b>Finance</b>                  | <b>£1,392.37</b>   |
| <b>SAS</b>                      | <b>£192,407.99</b> |
| <b>Family Care</b>              | <b>£36,201.39</b>  |
| <b>ICG</b>                      | <b>£115,113.65</b> |
| <b>DCS</b>                      | <b>£84,839.27</b>  |
| <b>Total</b>                    | <b>£504,641.51</b> |

## **Policy for On Site Management of Suppliers**

### **What is the trusts policy for On Site Management of Suppliers and Supplier Representatives?**

We have an official policy on how to handle external suppliers coming onto Trust sites. It can be found on the intranet and is found under Policy Number: ELHT/C110V\_1

We would like to draw your attention to the above policy and specifically to Supplier Representatives visiting the site.

The policy states that the Procurement Department must be the first point of contact for current, new and potential suppliers.

Guidance notes that can be displayed within all wards and departments for information are available by clicking on the contracts tab on the following link:-

<http://www.elpd.elht.nhs.uk/>

## What's this OJEU malarkey all about?

OJEU stands for Official Journal of the European Union. It has three key areas (known as a "series"):

- The L Series contains EU legislation including regulations, directives, decisions, recommendations and opinions.
- The C Series contains EU information and notices including the judgments of the European Courts, calls for expressions of interest for EU programmes and projects; public contracts for food aid; etc.
- The supplementary S series contain invitations to tender which can be found at [Tenders Direct](#)

All three series of the OJEU are published every working day (5 days a week). Approximately 160,000 invitations to tender are published each year, of which more than 14,000 are from the UK or Ireland.

One of the main areas for our department is the L Series directives that set the financial limits that, as a public body, we must adhere to. The directives set out detailed procedures for the award of contracts whose value equals or exceeds specific thresholds. Details of the thresholds, applying from 1st January 2014 are given below. Thresholds are net of VAT.

|            | SUPPLIES               | SERVICES               | WORKS                      |
|------------|------------------------|------------------------|----------------------------|
| NHS bodies | £111,676<br>(€134,000) | £111,676<br>(€134,000) | £4,322,012<br>(€5,186,000) |

This means that if we wish to spend over £111,676 on a single contract for goods/services (whole life costs not per annum) then we must advertise the opportunity and follow a specific procedure for awarding the contract to ensure that it has been done in an open and fair manner, giving a variety of national and international companies the chance to work with East Lancs.

So that is OJEU in a nutshell but if you wish to find out more then follow this link:

### Customer Satisfaction Survey

Was the first thing you thought when you saw the heading 'Customer Satisfaction Survey'

"What can I win if I complete it? - "



Sorry to disappoint but no prizes I'm afraid.

However we would be grateful if you could take just a few minutes to complete the **short** customer satisfaction survey by clicking on the following link:-

<https://www.surveymonkey.com/r/2VYCL2B>

Your feedback is an important part of ensuring that we give the excellent service we strive to achieve.

## **Project of the month– Multi Function Devices/ Photocopiers**

Procurement have been leading in the project to organise the vast number of photocopiers that are in use across the Trust. Annemarie Morris has been working to sort out a back log of unpaid invoices to enable the Trust to adopt a more streamlined approach to ordering and paying for the devices.

One of the issues faced is that there are a large number of photocopiers which are now either out of contract or through organisational changes have been forgotten about. Annemarie has been trying to identify all of the copiers where the contract has expired and should have been replaced and also track down the original owners for the machines that have been left behind when services have moved out of buildings.

Generally, photocopiers are rented for a period of 5 years and after this period the machine should be replaced for a new model. If anyone has or comes across any old machines which are not being used, they need to contact the procurement department as although the machine may not be being used, the department could still be paying a rental charge on this machine. This is particularly an issue where services have vacated an area or building and left the machine behind. They are still responsible for all charges on that machine unless the company has been notified.

As of April 2013 all purchase order prefixes moved to TJ. Annemarie has been clearing any remaining GS prefix orders and ensuring that a new TJ prefix order has been raised. If anyone is aware of any orders that have not been changed to the current TJ type, then please contact the procurement department to ensure a new order has been raised correctly.

Finally, there are still a lot of outstanding TJ Orders which require end users to receipt. East Lancashire Financial Services (ELFS) are currently working through any outstanding orders that are awaiting receipting. Please can all departments ensure that any invoices in Basware are receipted within eProcurement in a timely manner. If you are unsure how to receipt in eProcurement please contact the Procurement Department who will be more than happy to assist. For any queries relating to Basware, please contact ELFS.

## **Next time**

Issue 3 will cover: Materials management, what a framework is and other age old questions answered.

## **Contacts**

All our extension numbers and email addresses can be found here: [http://elpd.elht.nhs.uk/more\\_info.asp?current\\_id=86](http://elpd.elht.nhs.uk/more_info.asp?current_id=86)

All our templates and downloads can be found here: [http://elpd.elht.nhs.uk/more\\_info.asp?current\\_id=89](http://elpd.elht.nhs.uk/more_info.asp?current_id=89)