

GUIDANCE FOR SUPPLIERS

THIS IS A CONTROLLED DOCUMENT

The only Valid Version is stored in the Policies, Procedures and Guidelines
Intranet Site

Version	1.0
Grade of Change	Major Revision
Summary of Changes	From Policy to guideline

Document Type	Guideline
Coverage	Trust Wide

Designation of Guideline Sponsor	Procurement Manager
Responsible Committee	CPEG Meeting

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1. Clinical Content

The Trust works closely with its suppliers to deliver high quality healthcare services. A Supplier Access Policy operates to ensure that an effective partnership exists between all parties.

10 'Golden rules' have been adopted:

- 1) All Suppliers attending appointments MUST register via MIA at www.miaweb.co.uk
- 2) "Cold Calling" or visiting Wards/Departments without permission or an appointment is strictly prohibited.
- 3) All supplier/company staff whilst on site must wear an ID badge with their name and company clearly visible.
- 4) Trust staff should seek advice and support from the Procurement Department where there are issues/queries
- 5) Orders for goods or services must not be solicited to Trust staff – the only recognised documentation is an official order issued by the Procurement Department.
- 6) Price/Commercial discussions can only be conducted in conjunction with the Procurement Department.
- 7) Trust staff must not be offered samples of products unless by prior agreement with the Procurement Department
- 8) Business gifts (other than items of a very small intrinsic value such as diaries or calendars) must not be offered and will not be accepted
- 9) Items of Medical equipment loaned to the Trust will be subject at all times to our Medical Equipment Management procedures including indemnity arrangements.
- 10) Ensure professionalism and courtesy are shown and reciprocated at all times.

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2. Auditable Standards

3. Consultation and Ratification Process

Guideline consulted and ratified within CPEG meeting

