

**Bristol & Weston Purchasing Consortium
Level 3, Whitefriars
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Bristol
BS1 2NT**

**Tel: (0117) 3420411
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September 2010

Dear Sirs

**URGENT COMMUNICATION REGARDING PURCHASE TO PAY PROCEDURE AND
PROTOCOL**

I am writing to inform you that with immediate effect, North Bristol NHS Trust will only authorise goods and services provided through its approved purchase order systems in accordance with the policies of the Trust. (See list over page)

Purchase Order

Purchase orders should only be accepted when an official purchase order has been received by eOrder, email, post or fax. No changes to the order including alternatives will be accepted unless agreed in writing by the department approved to issue the order. No price alterations will be accepted other than by formal variation or change control in accordance with the NHS terms and conditions of contract.

All goods and services must be supplied against a Trust official purchase order number. The Trust will not pay for any goods and services supplied without an official purchase order number and therefore such goods and services will be considered by the Trust to have been delivered free of charge.

Under no circumstance should telephone orders be accepted unless supported by an official Trust purchase order number, a copy of which will be sent as confirmation. Verbal amendments to purchase orders (i.e. requesting additional items) should also not be accepted unless confirmed in writing by the department approved to issue the order.

Price increases outside of the formal contract/Agreement or issued between the date of the purchase order and the invoice will not be accepted.

All delivery notes, invoices and other correspondence received must quote an official purchase order number provided by the department approved to issue the order. You should also ensure that all intermediaries delivering goods or services have the correct purchase order number on all documentation requiring signature.

All invoices should be sent to the address detailed on the official Trust purchase order.

Consignment Stock

The placement of consignment stocks must be with the written agreement of the Bristol and Weston NHS Purchasing Consortium acting on behalf of North Bristol NHS Trust and against an accepted quotation and Trust notification of the award of business. The Trust will consider consignment stocks which have been placed within Trust premises without the agreement of the Bristol & Weston NHS Purchasing Consortium to have been provided free of charge.

Terms and Conditions

NHS Standard Terms and Conditions for the Supply of Goods or Services (Copies available upon request or refer to the website (www.dh.gov.uk) will apply to all purchases made by the Trust unless alternative terms are formerly agreed by the Trust Contracting Officer.

Where alternative terms and condition have been used, the Contract or Agreement Number will be clearly stated on all purchase orders and these terms will take precedence.

This procedure and protocol has been produced to ensure that the Trust's commercial relationship with your organisation is conducted fully in accordance with its Standing Financial instructions and its responsibility as a publicly funded body.

Should you have any queries as to the content of this letter, please contact Stephanie Moran, Procurement Administrator Officer on 0117 3420411.

Thank you in advance for your co-operation in adhering to the above.

Yours faithfully

Richard Ward M.C.I.P.S
Director of Purchasing & Supply
Bristol & Weston NHS Purchasing Consortium

cc Steve Webster, Director of Finance & Information
Directorate General Managers
Head of Service/Department

Departments approved to issue orders/ Systems Order Numbers References

Department

Bristol & Weston NHS Purchasing Consortium
Pharmacy
Estates Maintenance

Catering
Disablement Services
Charitable Funds

Order No. Reference

L000000 (alpha six digit numeric)
5 Digit Numeric
- Works WO (00000000)
- Consumables ZG (00000000)
- Management BA (00000000)
Supplier reference numbers
Commence 00 (7 digit numeric)
3000 (4 digit numeric commencing 3)