

Guidance for Suppliers

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. The Trust Procurement and E-Commerce (PEC) Department is the first point of contact both for current; new and potential suppliers.
2. All supplier/company staff whilst on site must wear an ID badge with their name and company clearly visible.
3. Trust staff should seek advice and support from the Procurement and E-Commerce (PEC) Department where there are issues/queries.
4. "Cold Calling" or visiting Wards/Departments without permission or an appointment is strictly prohibited.
5. Orders for goods or services must not be solicited from Trust staff – the only recognised documentation is an official order issued by the PEC Department. Invoices without PO number will not be paid and will be returned to suppliers.
6. Price/Commercial discussions can only be conducted in conjunction with the PEC Department.
7. Trust staff must not be offered samples of products unless by prior agreement with the PEC 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.

Contact details for new/potential suppliers

E-mail us at - purchasing@mft.nhs.uk
Ring us on 0161 276 5155 / Internal Extension 65155.

Write to us enclosing product/service details at
Procurement and E-Commerce Department (Enquiries)
Manchester University NHS Foundation Trust

Finance and Procurement Business Unit,
Wards 17 & 18, Trafford General Hospital,
Moorside Road, Davyhulme,
Manchester M41 5SL

We aim to reply within 5 working days from your initial contact to us indicating the next steps.

Date: Nov 2018
Review: Oct 2021