

Primary Care Ordering Guide for PPE – V 0.7 Feb 2022

This new version of the Ordering Guide explains how to place orders for general PPE and Lateral Flow Tests (LFT's).

Logging in to Pecos

**** Please Note – Pecos only works with Internet Explorer or Firefox ****

Go to:

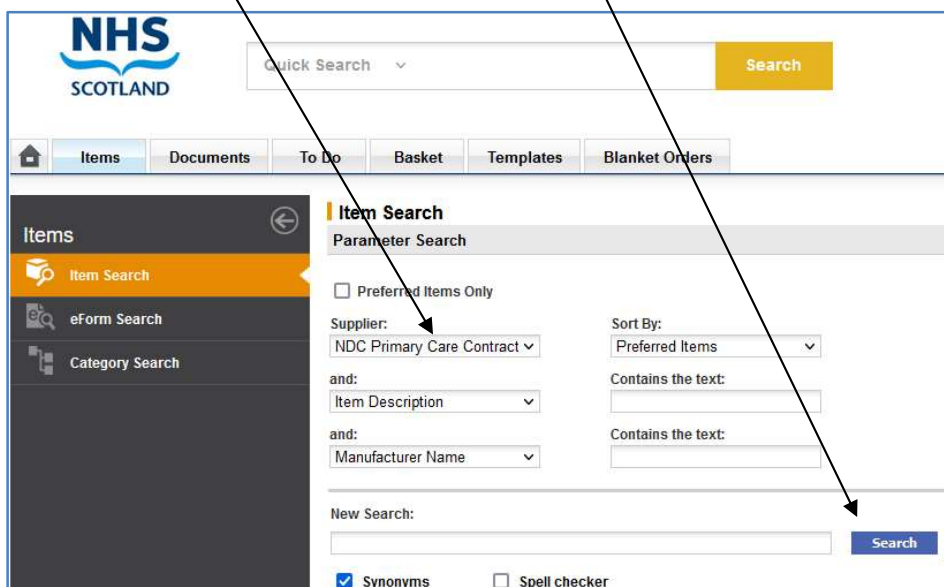
<https://nhsscot.pecosipm.com>

Enter your user id and password and click login. If you have any issues with your password and require a reset, please refer to the Service Now user guide to place a call for assistance.



ORDERING PPE

To find PPE items available to order, go to “Items” tab and then select NDC Primary Care Contractor in the Supplier drop-down box. Now click on Search



Depending on your access you will see the number of items to choose from in the catalogue.

The full catalogue of items is displayed below.

Item Search
 Parameter Search
 Search Results: Displaying results 1 to 6 of 6.
 Search Criteria: ppe

Compare	Qty	Item Number	Mfr No	Manufacturer	Supplier	Price	UOM
Item Description						GHS	Pack Size
<input type="checkbox"/>	<input type="text"/>	247936	247936		NDC Primary Care Contractors	£0.00	Pack 500
Primary Care PPE - Aprons, pack of 500							
<input type="checkbox"/>	<input type="text"/>	250561	250561		NDC Primary Care Contractors	£0.00	Box 50
Primary Care PPE - 11R Masks, box of 50							
<input type="checkbox"/>	<input type="text"/>	250714	250714		NDC Primary Care Contractors	£0.00	Box 200
Primary Care PPE - Clear Visor, box of 200							
<input type="checkbox"/>	<input type="text"/>	251346	251346		NDC Primary Care Contractors	£0.00	Box 100
Primary Care PPE - Gloves Small, box of 100							
<input type="checkbox"/>	<input type="text"/>	251353	251353		NDC Primary Care Contractors	£0.00	Box 100
Primary Care PPE - Gloves Medium, box of 100							
<input type="checkbox"/>	<input type="text"/>	251360	251360		NDC Primary Care Contractors	£0.00	Box 100
Primary Care PPE - Gloves Large, box of 100							

Enter the quantities that you require in the box to the left and **click on add to basket.**

Search Criteria: ndc

Compare	Qty	Item Number	Mfr No	Manufacturer	Supplier	Price	UOM	Unit Price
Item Description						GHS	Pack Size	
<input type="checkbox"/>	<input type="text" value="2"/>	247936	247936		NDC Primary Care Contractors	£0.00	Pack 500	£0.00/PK
Primary Care PPE - Aprons, pack of 500								
<input type="checkbox"/>	<input type="text" value="2"/>	250561	250561		NDC Primary Care Contractors	£0.00	Box 50	£0.00/BOX
Primary Care PPE - 11R Masks, box of 50								
<input type="checkbox"/>	<input type="text" value="2"/>	250714	250714		NDC Primary Care Contractors	£0.00	Box 200	£0.00/BOX
Primary Care PPE - Clear Visor, box of 200								
<input type="checkbox"/>	<input type="text" value="2"/>	251346	251346		NDC Primary Care Contractors	£0.00	Box 100	£0.00/BOX
Primary Care PPE - Gloves Small, box of 100								
<input type="checkbox"/>	<input type="text" value="2"/>	251353	251353		NDC Primary Care Contractors	£0.00	Box 100	£0.00/BOX
Primary Care PPE - Gloves Medium, box of 100								
<input type="checkbox"/>	<input type="text" value="1"/>	251360	251360		NDC Primary Care Contractors	£0.00	Box 100	£0.00/BOX
Primary Care PPE - Gloves Large, box of 100								

Click on basket or the icon in top right



	Items	Documents	To Do	Basket	Templates	Blanket Orders
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Check the order and, if you have selected everything you require, you can now click submit and your order will be transferred to NDC for processing and shipment.

Qty	Item No	Mfr No	Manufacturer	Supplier	UOM	Unit Price	Ext Price	Actions
Order delivery and invoicing							NDC Primary Care Contractors Total (GBP): Net: £0.00	
2	247936	247936		NDC Primary Care Contr	Pack	£0.00	£0.00	
Primary Care PPE - Aprons, pack of 500							500 / Pack	£0.00
2	250561	250561		NDC Primary Care Contr	Box	£0.00	£0.00	
Primary Care PPE - 11R Masks, box of 50							50 / Box	£0.00
2	251346	251346		NDC Primary Care Contr	Box	£0.00	£0.00	
Primary Care PPE - Gloves Small, box of 100							100 / Box	£0.00
1	251360	251360		NDC Primary Care Contr	Box	£0.00	£0.00	
Primary Care PPE - Gloves Large, box of 100							100 / Box	£0.00

Once your order has been submitted successfully you will receive an email confirmation. The email will be sent to your clinical email address. Please check the junk folder if no emails received.

Please refer to your Order/Delivery Schedule for last order dates and delivery dates (this was emailed to all Primary Care Contractors on 12th January 2022 – please check your inbox.

ORDERING LATERAL FLOW TESTS (LFT'S)

A separate order must be placed for LFT's as they are supplied and delivered by a different supplier.

Follow the procedure above, but select the other supplier – SITEL – and then click on Search.

The only option you will see to order is “PC – Orient Gene Lateral Flow Device pack of 7”.

Select the number required and click on “Add to basket”, then follow the procedure, as above, to submit the order. These LFT orders will be delivered within 14 days of ordering and your order can be placed at any time.

Compare	Qty	Item Number	Mfr No
<input type="checkbox"/>	25	265169	265169
PC - Orient Gene Lateral Flow Device (TK2049), pack of 7			
Compare	Add To Basket		

Support

If you experience any issues raising an order or have issues accessing the system, or require a password reset, please raise a call through the **NSS ServiceNow portal** (link below).

Please remember to include your practice name and address, or your Pecos User ID in any communications.

<https://nhsnss.service-now.com/nssexternal>

If you have not received your guide to using **Service Now**, please email the **FMIS Team** and they will send a copy.

nss.fmissupport@nhs.scot

If you have placed an order and it has not arrived when expected, please contact the **Primary Care Hub**:

PrimaryCare@hubppe.co.uk

Or phone on 0300 303 3536 (Lines open Mon to Fri 9am to 5pm)

Please provide the following information in the email or phone call:

- a) Your practice name and address
- b) The PO number of the order you are querying
- c) Your Pecos User ID