**How to order a YSWD board**

**Step 1**

 **Ordering You Said We Did Boards** **via Invoice**



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| **Step 1.**  Team to complete the ‘You Said We Did’ form. [https://nhs.sharepoint.com/:w:/s/msteams\_2ab901/EWL6ic6hCupMtgVSTfMVc5kB9bUj37uqBtcmXNQeoYQQhg?e=G1Mh7n](https://nhs.sharepoint.com/%3Aw%3A/s/msteams_2ab901/EWL6ic6hCupMtgVSTfMVc5kB9bUj37uqBtcmXNQeoYQQhg?e=G1Mh7n) **(If you have issues accessing the link to the order form, please find it at the end of the document: Patient Experience Hardware Order Form YSWD Boards**) **Notes:** * Ensure that the Display name noted on the form is exactly how you want it to appear on the board
* Ensure that you state whether you want the board to be of portrait or landscape layout
* Please note the following sizes:
* 1200 x 900 mm  (Portrait or landscape)
* 900 x 600 mm (Portrait or landscape)
* 450 x 320 mm (Landscape only)
* Copy of the request form is available on Office 365 and the Patient Experience Section of the intranet
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| **Step 2.** Once the form has been fully completed and signed off by the Service Director, the team should email the order direct to the Supplier (for processing) and cc the Quality Assurance team (for information only).  See below for contact details  |
| **Supplier** Dave Prudames Streamline Your Print 07970833185 dave@streamlineyourprint.com  | **Quality Assurance Team** Elft.qa@nhs.net     |
| **Step 3:** Supplier to confirm receipt of request to the relevant contacts noted on the order from  |
| **Step 4:**If no acknowledgement of receipt within 2 days, follow up with supplier by phone to confirm they have received the request  |
| **Step 5:** Supplier to send through draft proof of the board via email to the team contacts  |
| **Step 6:** Team to confirm approval of proof  with Supplier via email  |
| **Step 7:** Team to process order on Oracle (**R**efer to the guidance notes on processing the order on Oracle)  |
| **Step 8:** Supplier to complete order and arrange delivery to the team  |
| **Step 9:** Supplier to invoice  Trust  |

**Step 2**

**Ordering You Said We Did Boards**

**Guidance for processing on Oracle**

A member of your team or your team administrator can order your YSWD board through procurement/oracle.

**Step 1.**  Click on the shop tab on Oracle

**Step 2**. Click on non -catalogue request

**Step 3**. Complete the following:

1. Select Goods or services billed by amount
2. Complete the item description For**example:**1 x You Sai d We Did Board (Bedfordshire Wellbeing Service)
3. Enter category   (Use  ZWI for Publicity Services)

**Note:** If ZWI Publicity Services is not set up under your budget code you will need to liaise with your relevant budget holder and accounts manager to open up the code or suggest an alternative

1. Enter Quantity
2. Enter unit price (refer to the order form for this)
3. Enter the supplier name (Enter ‘Streamline your print’ (Welwyn Garden City)





**Step 4 .**Enter Charge Account details

The charge account details includes the Budget code (cost centre) and subject category

**Example:** RWKN.0000.7251.0000.00000.000000



**Note:** If the subject category is not set up under your budget code you will need to liaise with your relevant budget holder and accounts manager to open up the code or suggest an alternative

**Step 5.** Upload relevant attachments

Ensure you upload the relevant attachments to Oracle to support the order.  This must include a copy of the ‘You Said We Did’ Board order from.

**Step 6.** Submit the oracle request



**Patient Experience Hardware Order Form**

**YSWD Boards**

Email completed form to: dave@streamlineyourprint.com  (cc ELFT.QA@nhs.net  for information only)

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| **YOU SAID, WE DID DISPLAY BOARDS** |
| **Size (mm)** | **Quantity** | **Select Amount**  |
| 1200 x 900 | 1 - £4105 - £1,1058 - £1,59510 - £1,795 |  |
| 900 x 600 | 1 - £2805 - £9958 - £1,39510 - £1,685 |  |
| 450 x 320**(Landscape Only)** | 1 - £2205 - £6958 - £96510 - £1,095 |  |
| Would you like the board to be portrait or landscape? (please state) |  |

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| **DISPLAY NAME:**Please write the **exact** team name as you want it printed on the You Said, We Did board  |  |
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| **Delivery details** |
| Team Name |  |
| Delivery recipient name |  |
| Delivery recipient phone no  |  |
| Address for delivery |  |
| Special instructions |       |

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| **Requester to complete** |
| Requester name |  |
| Requester email |  |
| Requester phone no |  |

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| **Managers Details** |
| Managers name |  |
| Managers email |  |
| Managers phone no |  |
| Budget Code |  |
| Signature  |       |

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| **Sign Off**  |
| Has the order been agreed by your service director?  |  |
| Please attach the email from your service director indicating their agreement alongside this form.  |