

ELFT Staff Step-by-step guide

- Step 1: You would like to purchase an item/service. Please ensure you have the required authorisation from your line manager/director, and that you have confirmed the budget code to be recharged with your finance lead.
- Step 2: Check to see if the item is on the Oracle catalogue. If not, then a non-catalogue requisition will need to be raised.
- Step 3: Check to see if the supplier is set up on Oracle, this can be done by searching for the supplier when raising a requisition, if the supplier is not setup, please reach out to elft.procurement@nhs.net. Also to double check the value of the item/service. If you do not know how to raise a catalogue/non-catalogue request or to check if a supplier is set up please email elft.trainingdevelopment@nhs.net to book yourself onto the next oracle training session. ELFT's procurement team run monthly oracle training sessions explaining in detail how to use the system, raise orders, key procurement/SBS information and messages.
- Step 4: If supplier is set up and depending on the value of the item/service please obtain a quote from the supplier. Please note our SFI's on the value of an item/service. Anything up to £10k including VAT will require a single quote, anything between £10K-£25K including VAT will require 2 quotes, anything between £25K – £50K will require 3 quotes. Anything above £50k (incl. VAT) will require a tender process/call-off a framework. If you need help in obtaining extra quotes or before raising a large value requisition, please contact elft.procurement@nhs.net (Framework call off or contract). If supplier is not set up, please set the supplier up with SBS, and the Procurement team can help you with this.
- Step 5: Raise a non-catalogue requisition attaching a **compulsory** quote. The requisition will need to be approved by your line manager/budget holder. They will have 7 working days to approve your order. Depending on the value of the requisition there may be multiple approvers. If not approved in time the requisition will time out and will need to be re-raised.
- Step 6: Once approved a purchase order (PO) number will be issued and assigned. Our external accounts payable team (SBS) will send the PO over to the supplier.
- Step 7: Once the supplier receives the PO, they will ship your item or provide the service.
- Step 8: Once you have received the item or the service has been carried out, you will need to receipt the requisition on oracle in a timely manner within 2-3 working days. Not receipting in time will result in delays in payment. If you are unaware of how to receipt an item, please email elft.trainingdevelopment@nhs.net to book yourself onto the next oracle training session.

- Step 9: Once received the supplier will invoice the trust for the item/services provided. They will amend the invoice meeting the invoicing criteria, here is a link to the invoicing criteria: <https://www.sbs.nhs.uk/supplier-good-invoicing-practice>. Once amended the invoice will need to be sent in for scanning, this can be done via Tradeshift (<https://nhssbs.support.tradeshift.com/>) or by emailing sbs.apinvoicing@nhs.net and simply attaching the invoice in a pdf format.
- It can take up to 5 working days for an invoice to be scanned onto the system. Please note if supplier does not amend the invoice following the correct criteria this will delay payment being made.
- Step 10: Once the invoice is on the system, the invoice will be matched to the PO number and put on a payment run. ELFT's payment run occurs every Wednesday and Friday.
- Step 11: Once payment is made to the supplier, remittances are provided to the supplier by SBS.
- If you are having any issues or have any questions relating to PO's/getting invoices paid/supplier issues and would like to escalate these queries please email: elft.procurement@nhs.net or alternatively to get in touch with SBS they can be reached via email tproc.eastlondon@nhs.net or 03031231177.