From **Wednesday 10th March 21** you will be able to access National Procurement catalogue and submit PPE orders on Pecos. The final push delivery to GP Practices is week commencing 22nd February 21.

Below are key areas to assist you in getting started, continuing ongoing support and lastly areas in which we need your support and co-operation.

1. **Training guide**

We are aware you already have access to Pecos. The attached training guide provides a quick way to accessing the PPE catalogue. Please contact Customer Services (details below) if you require any further assistance***.***

1. **Order placement guidance**

As already advised you will be able to place your PPE from **Wednesday 10th March 21.**

It’s important that we continue to manage our Scottish Government pandemic PPE stocks effectively, your support in this area is crucial and I would ask you to ensure compliance with the following:

1. To ensure we minimise the effort on our logistic services when you are placing an order the quantity ordered should be sufficient to last **4 weeks**. See table below on quantity required to last a Practice for 4 weeks depending on the Practice list size

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Product Code** | **Item** | **Pack Size** | **GP Practice List Size <5000 Patients** | **GP Practice List Size >5000 <10000 Patients** | **GP Practice List Size >10,000 Patients** | **GP Practice List Size >15,000 Patients** |
| 250561 | Primary Care PPE -11R Masks | (1 x 50) | 5 boxes | 9 boxes | 16 boxes | 20 boxes |
| 250714 | Primary Care PPE - Clear Visor | (1x200) | 1 box | 1 box | 2 boxes | 2 boxes |
| 247936 | Primary Care PPE - White Aprons | Pack of 500 | 1 box | 1 box | 2 boxes | 2 boxes |
| 251353 | Primary Care PPE - Small Gloves | (1x100) | 2 boxes | 2 boxes | 4 boxes | 6 boxes |
| 251360 | Primary Care PPE - Medium Gloves | (1x100) | 4 boxes | 10 boxes | 12 boxes | 14 boxes |
| 251360 | Primary Care PPE - Large Gloves | (1x100) | 2 boxes | 2 boxes | 4 boxes | 4 boxes |

1. You have been receiving 4 weekly push PPE deliveries since July 20, I would urge to ensure that any orders you placed via Pecos are in line the with quantities that you have received over the last few months (Please note maximum order quantities will be set on the system.)
2. Orders for GP practices will be managed on a four weekly delivery schedule. Please note the cut off time for order placement is no later than **Friday midday.** This will ensure your order is delivered in the following 10 days, unless we notify you to the contrary. (Please see table below covering cut off dates covering the period Mar 21 to May 21. This is subject to change and we will write to you with further updates if they occur).

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Health Board** | **Order cut off dates** | **Delivery Completed by Contractor** |
| **Mar-21** | **NHS Greater Glasgow and Clyde** | **26-Mar-21** | **Within 10 days** |
| **Apr-21** | **NHS Greater Glasgow and Clyde** | **23-Apr-21** | **Within 10 days** |
| **May-21** | **NHS Greater Glasgow and Clyde** | **21-May-21** | **Within 10 days** |

1. **Customer Services support**

There are two dedicated areas to support you which are follows:

Systems issues - If you are experiencing any issues logging onto Pecos or encountering problems within the Pecos software please contact the following:

[support@ggcprocurementcustomerservices.zendesk.com](mailto:support@ggcprocurementcustomerservices.zendesk.com)

**Delivery issues** – If you have any difficulties with damage PPE orders, shortages etc. please contact our contract logistics partner (Menzies) on the following contact number:

0141 568 4293

I trust the above information meets with your satisfaction. Please contact Customer Services support, if you require any further information at this stage.

Thank you in advance for your co-operation and support and trust the opportunity of ordering online provides a further improvement in our Procurement service to you.