

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 & Supplies 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 & Supplies 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 to Trust staff – the only recognised documentation is an official order issued by the Procurement & Supplies department.
- 6) Price/Commercial discussions can only be conducted in conjunction with the Procurement & Supplies Department.
- 7) Trust staff must not be offered samples of products unless by prior agreement with the Procurement & Supplies 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;

Email: Procurement.helpdesk@aintree.nhs.uk

Tel: 0151 529 2273

Procurement & Supplies Department (Enquiries)
Aintree University Hospital NHS Foundation Trust
Longmoor Lane
Aintree Liverpool
L9 7AL

