

# 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 and 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 and 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 from Trust staff – the only recognised documentation is an official order issued by the Procurement and Supplies Department.
- (6) Price/Commercial discussions can only be conducted in conjunction with the Procurement and Supplies Department.
- (7) Trust staff must not be offered samples of products unless by prior agreement with the Procurement and 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 for new/potential suppliers;***

Email: [supplies.helpdesk@aintree.nhs.uk](mailto:supplies.helpdesk@aintree.nhs.uk)

Tel: 0151 529 2329

Write to us enclosing product/service details at;

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

***We aim to reply within 5 working days from your initial contact to us indicating the next steps.***