Amend existing stock levels on a Consignment Agreement

Request received from Clinical Managers / Rep

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Seek approval from Clinical Managers to amend levels

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Procurement to update Schedule 1 template and send to Suplier to agree.

Once this has been returned from the supplier the delivery date for the additional stock will be confirmed.

Send the updated Schedule 1 template to Paul and team

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Supply Chain Team to amend the levels on Atticus. If level is increased a dummy PO will be raised. If stock is returned a purchase order will be created on Atticus for visibility.

Already on a consignment Agreement

Rep / Surgeon advises of upgrades to existing products

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Procurement advise to follow New Consignment Process

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Arrange with supplier to collect old stock when new stock is delivered

Exit a Consignment Agreement

Confirmation received from Clinical Managers that consignment is no longer requied.

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Supply Chain Team to conduct an audit prior to stock being returned and confirm once complete to Procurement.

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Procurement to update supplier that consignment agreement is ending.

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Arrange a collection date with the supplier