

New Consignment Agreement Process

Procurement

Supply Chain Team

Clinical Managers

Business Manager

Identify need for Consignment Agreement

Surgeons request consumables to be consigned

Rep / Supplier brings consumables into QA

Clinical Managers (CM) inform Procurement of the request

Procurement to contact supplier to obtain required info and pricing.

Request annual usage to calculate spend.

Inform supplier to not deliver until process is complete.

Consumable details to be sent back to Clinical Managers. CM's to confirm with HSDU that they have been consulted and have capacity. CM's to confirm the benefit of these products and reasons for a consignment agreement.

Obtain funding approval from Business Manager (BM) if a cost pressure

If cost neutral - we can proceed.

Approved or Rejected??

Procurement to send Supplier Schedule 1 to be completed and Terms and Conditions that will apply.

Inform supplier to not deliver any stock until this process has been completed.

Once Schedule 1 is returned - Procurement send to CM's so they can confirm that the stock list is correct and to set the levels.

CM's to return to Procurement once reviewed and approved. Procurement will not proceed until this has been completed.

If this is a new agreement -

- Create new contract reference
- Complete CPA template and load onto SBS
- Send Schedule 1 to Paul Allen and team

If this is a existing CPA -

- Send Schedule 1 to Paul Allen and team

Supply Chain Team to set the levels in Atticus, create shelf locations, SKU's. Dummy order will be created and sent to supplier. Delivery is receipted against the PO. Confirm once complete to Procurement.

Procurement to confirm to CM's and Supplier that the process is complete and stock can be delivered to QA.

Upload completed Schedule 1 and T&C's to Sharepoint in a folder titled by supplier name and update the Consignment tracker.