

## Standard Operating Procedure for ordering ProHealth Vitamin D supplements on PECOS Internet Procurement Manager

E-mail [train@ggcprocurementcustomerservices.zendesk.com](mailto:train@ggcprocurementcustomerservices.zendesk.com) to set up your access

1. Logging into Pecos: Internet Procurement Manager
  - Insert user ID and password (remember this must be in lower case)
  - Click 'enter'
2. Creating a non-catalogue order:
  - Click on BASKET Tab, previously called Requisitioning
3. Locate ProHealth Vitamin D Tablets or Drops
  - Click 'add non-catalogue item'
4. Add Product details
  - Choose existing supplier – ProHealth
  - Select the supplier from the drop down menu  
(try to fill in as much information as possible as this will help the supplier to identify the correct product you are looking for)
  - Give a detailed description of the product in the description box

MANUFACTURER	ITEM NUMBER/SKU/ PECOS NUMBER	ITEM DESCRIPTION
Pro Health Solutions	5060793480071	Infant Vitamin D3 Oral liquid drops, 10mcg, 120 doses per unit, 36 units per pack (minimum order 1 x 5 boxes = 180 patient supply)
Pro Health Solutions	5060793480118	Breastfeeding Women Vitamin D3 tablets, 10mcg, 120 tablets per unit, 240 units per box (minimum order 1 x1 box = 240 patient supply)

- Include Costs - Drops £2.26, Tablets £1.99 **per pack, not per box**
  - Click 'add and return' to add your order to the requisition and view it
  - or
  - 'Add and stay' to add your order the requisition and stay on the current screen in order to add another non-catalogue item.
5. Amending your Requisition
    - Once you've renewed your request you can amend the quantity by typing in the quantity box highlighted below
    - Please note: if you wish to cancel all or some of the lines you can by clicking on the red 'X' icon
  6. Saving your Requisition
    - Please note: if you leave your computer for longer than 15 minutes Pecos will log you out.
    - It is important to remember and hit the quick save button regularly to save your order especially when creating a large requisition.

7. Adding additional financial tracking – (cost centre and IDA)

- Click on the Financial Tracking (FT) icon as highlighted below to add your cost centre, IDA , Account Code, Route to Market details

8. Financial Tracking

- Insert Cost Centre code into the box. Please note: click anywhere in the white space and allow Pecos to refresh
- Choose IDA from drop down menu
- Choose Account Code (for non-catalogued items)
- \*Do not enter any information into the 'Job Code' or 'Sub Ledger' – this may cause your requisition to fail and as a result increase the time it may take for you to receive your goods\*
- There is also now a Route to Market Tab – please select option from dropdown list
- Click save

9. Adding a delivery address

- Click on the 'Requisition delivery and invoicing' link
- Select 'address lookup' to search for the IDA required
- Type the IDA into the 'contains' text box
- For delivery codes, please see separate document issued by Procurement Training Team.
- The IDA will then be returned. See yellow box, on right of data entry panel-
- Click on the arrow symbol to select the IDA
- The delivery address has now been changed to the IDA that you selected –
- Click save
- You are now ready to submit your requisition

10. After Submission

- When you have submitted your order the screen shows the
- Order number
- Supplier
- Who the goods are being delivered to
- Order total quantity
- Status of the order
- Status Messages:
  - Pending Transmission – the system is in the process of sending your order to the supplier
  - Order Transmitted to Supplier – your order has been sent to the supplier
  - Order Requires Approval Routing – your order has been sent to your 'Approver' for approval.
- Click on the order number to check the audit trail for your order
- Take a note of your order number for future reference