✚ Creating an order

Create Order

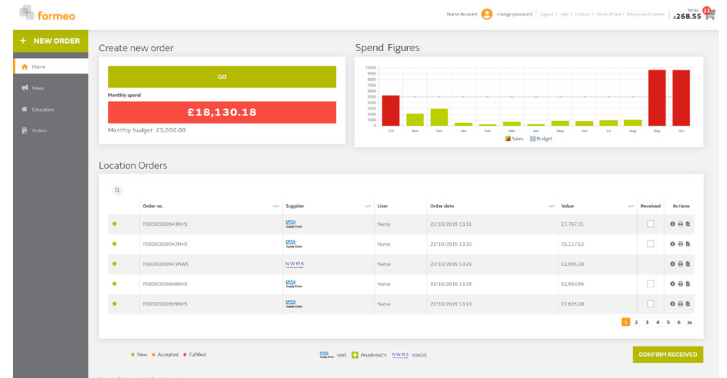You can create a new order by clicking the 'GO' button or 'New Order'.

Fig 4

Product Search Page

At the top of the page you can use the search box. This allows you to start typing and suggestions will be listed.

You can also search via Product Category, Product Manufacturer or Product Brand.

If you would rather scroll through all products listed within your formulary you can click on 'show all' and select the desired products.

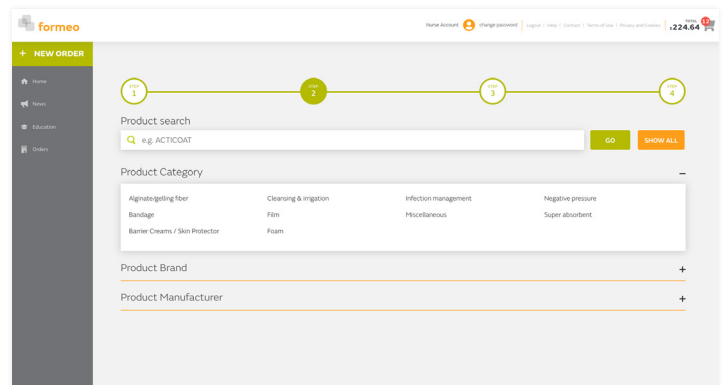By clicking the +/- icons you will open and close the filter tables.

Fig 4.1

Each item is listed with the following information:

- Product Image
- Product Name
- Supplier Name
- PIP Code
- NHS Supply Code
- Size (dropdown)
- Box Quantity
- Price

- Quantity Required
- Add to Basket
- Authorisation Status (blue diamond)
- NWOS
  - Stock Information
  - Maximum Buy Quantity
  - Minimum Buy Quantity
  - Stock Availability Message

The right-hand side of the page features the search functionality. The checkout button directs you to the basket confirmation page.
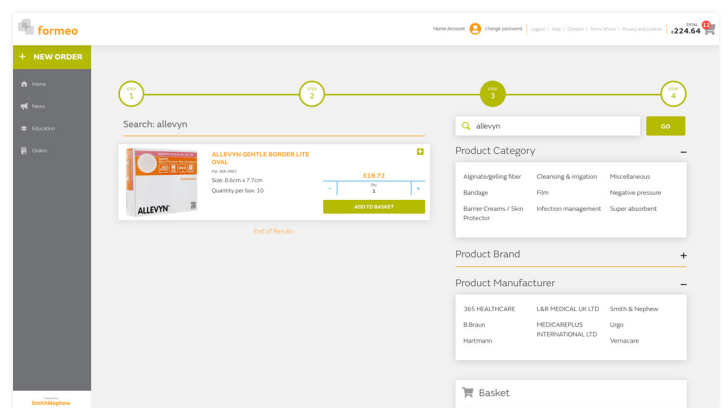

Fig 4.2

Creating an order (continued)

Basket Confirmation

At this stage, the order is split into the relevant section of:

▪ Pharmacy Order ▪ NHS Supply Chain ▪ NWOS

For a Pharmacy order you will have a choice via a drop down of which Pharmacy to send the order to.

A comment section will appear to allow you to input a message that will be seen by the Pharmacy user.

NHS Supply Chain and NWOS are shown on screen as separate items to Pharmacy orders.

The bar graph shows your spend for that month against the budget.

You may at this time click on the cancel button, the order will not be processed, the basket will be emptied, and you will be taken back to the home page.
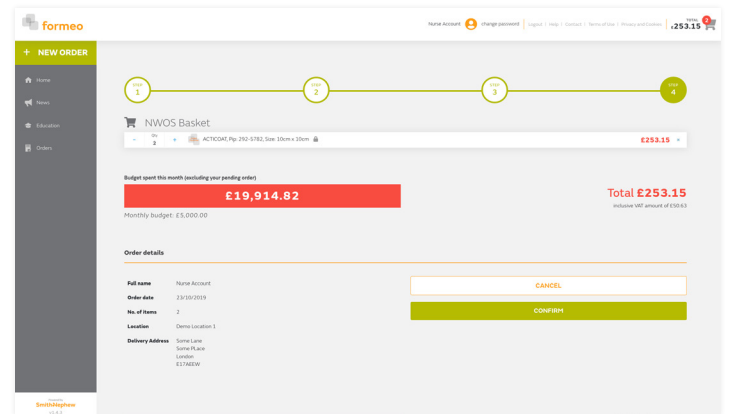

Fig 5

If you click on the confirm button the order will be added to the order bank and a unique order number will be generated.
The order will be sent to the supplier, and the order will now appear in the Orders section on the home page, with all the order details.

Budget Control

If the order about to be placed goes beyond your CCG's monthly budget, you will receive a warning message before your order is placed.

If you continue and place your order, the order is then held. This order is then sent to a designated user for them to authorise or reject.

Upon accepting the order, the order will continue in the ordering process as normal and you will be notified. You will also be notified if the order is rejected. Whilst the order is being held it will be shown in a new table on the home page called "Held Orders". Upon accepting the order, the order will continue in the ordering process as normal.

Please note some locations may have a soft warning policy. In this case, if you place an order that will exceed the monthly budget the order will not be held for authorisation; instead you will be alerted with a warning message so you can then amend your basket if you so wish.
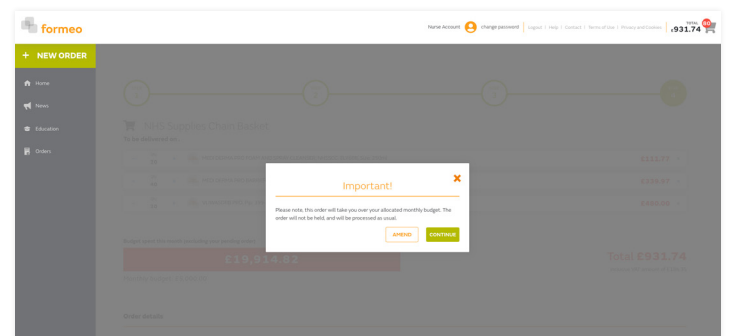

Fig 5.1

Product Authorisation

Products that have a lock icon 🔒 by them need authorisation.

If the order about to be placed includes these products you will receive a warning message before your order is placed.

If you continue and place your order, the order is then held, see Fig 5.2. This order is then sent to a designated user for them to authorise or reject.

Upon accepting the order, the order will continue in the ordering process as normal and you will be notified. You will also be notified if the order is rejected. Whilst the order is being held it will be shown in a new table on the home page called "Held Orders". Upon accepting the order, the order will continue in the ordering process as normal.
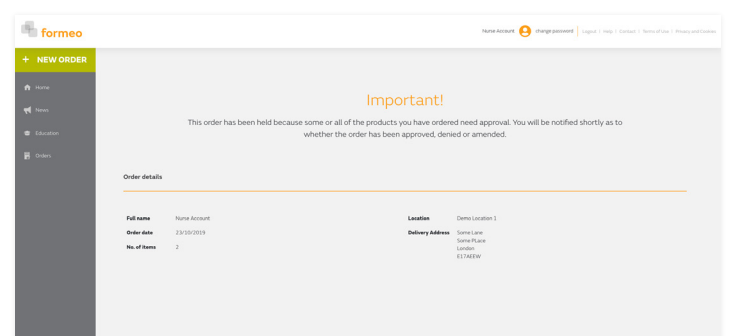

Fig 5.2