

# PECOS Ordering Guide for Care Homes

<b>Introduction to PECOS.....</b>	<b>1.1</b>
<b>How to Gain Access to PECOS .....</b>	<b>1.1</b>
<b>How to Login.....</b>	<b>1.1</b>
<b>Quick Step Guide to Requisitioning Continence Products.....</b>	<b>1.2</b>
<b>Helpful Contacts .....</b>	<b>1.8</b>
<b>Continence Care Service PECOS Access Form .....</b>	<b>1.9</b>

## PECOS Ordering Guide for Care Home

### Introduction to PECOS

PECOS is the eProcurement system used by NHS Lothian and is offered to Lothian Care Homes as the preferred method for ordering continence products. The system is easy to use. It contains an up to date catalogue of products, visibility for ordering, governance policies and procedures built in.

### How to Gain Access to PECOS

Complete the Continence Care Service PECOS Access Form on the last page of this document.

### How to Login

Open Internet Explorer or your web browser and go to the following web address <https://nhsscot.pecosipm.com>



Enter your User ID and password provided by the service then click “Login”. The PECOS Home Page will now be displayed.

[Forgot your password?](#)

**Forgotten your password** – Click “Forgot your password?” on the login page. Follow the instructions to enter your user ID and request new password. Within a few minutes the system will send your new password to the e-mail address provided when access was set up. If you are not able to resolve your login issue email [ensr@nhslotian.scot.nhs.uk](mailto:ensr@nhslotian.scot.nhs.uk) for assistance.

# Quick Step Guide to Requisitioning Continence Products

## Step 1 Log onto PECOS

**NHS Lothian**

Quick Search  Search

Home | Items | Documents | To Do | **Cart** | Templates | Blanket Orders

0 Requisitions to Approve | 2 Order Requests to Approve | 0 PO Changes to Approve | 0 Invoices to Approve | 0 Returned Requisitions | 0 Returned Order Requests | 0 Returned PO Changes

Document Search

Show 10 entries Search:

Reg	PO	Reg Date	Supplier	Order Status	Order Total
714563	S774693	08/07/2015	Ontex Healthcare Ltd	Order transmitted to supplier	£3,062.64

Announcements  
No Announcements

## Step 2 Click "Cart" button

The cart and this page will now be displayed with an empty cart.

**NHS Lothian**

Quick Search  Search

Home | Items | Documents | To Do | **Cart** | Templates | Blanket Orders

**Cart**

Submit | Add Non-Catalogue Item | Quick Save | Save As Template | Req Review

Requisition delivery and invoicing Requisition Totals (GBP): Net: £0.00 Gross: £0.00

Qty.	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Est VAT	Actions
Item Description				Ext price	Est Gross		
0 Items in the cart							

## Step 3 Search for product to add to the cart

◆ Enter the product code to order in the quick search box and click search

**NHS Lothian**

Quick Search  Search

Home | Items | Documents | To Do | **Cart** | Templates | Blanket Orders

**Item Search**

Parameter Search

Search Results Displaying result 1 of 1.

Search Criteria: s5221040200 Filter

Compare	Qty	Item No.	Mfr No.	Manufacturer	Supplier	Price	Preferred
<input type="checkbox"/>	<input type="text"/>	S5221040200	S5221040200	Ontex UK Ltd C-H L3	Ontex UK Care Homes L3	£1.82/PK	
Continence - ID for Men Level 2 PK20, 1,20,NP571/15							

#### Step 4 Add products to the cart

- ◆ Enter the required quantity of product packets in the “Qty.” box.
- ◆ Click “add”. The screen will refresh and your product will be included in the cart.
- ◆ Repeat steps 3 and 4 for each item required.

If you do not know the Product Number, enter the product description in the Quick Search box, for example, ‘Continence’ and click “search”. A list of products will be displayed. Find the required product from the list, enter the required quantity of packets in the Qty box and click “add”. The item will now be added to your cart. To return to your cart at any time click the “Cart” button at the top of the page.

The screenshot shows the NHS Lothian procurement interface. At the top, there is a search bar with 'contenance' entered and a 'Search' button. Below the search bar is a navigation menu with 'Items', 'Documents', 'To Do', 'Cart', 'Templates', and 'Blanket Orders'. The 'Cart' section is active, showing a 'Requisition delivery and invoicing' table with the following data:

Qty.	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Est VAT	Actions
Order delivery and invoicing					Requisition Totals (GBP): Net: £9.49 Gross: £11.39		
Order delivery and invoicing					Ontex UK Care Homes L3 Total (GBP): Net: £9.49 Gross: £11.39		
2	S5221040100	5221040100	Ontex Uk Ltd	Ontex UK Care Homes L3	£0.96/PK	£0.38	
	Contenance - ID for Men Level 2 Pk10,ID,1,10,LO810				£1.92	£2.30	
2	S5400200250	5400200250	Ontex Uk Ltd	Ontex UK Care Homes L3	£1.16/PK	£0.46	
	Contenance - Net Pants ID Expert Fix Ultra Medium Pk25,ID,1,25,LO810				£2.32	£2.78	
3	S5160040280	5160040280	Ontex Uk Ltd	Ontex UK Care Homes L3	£1.75/PK	£1.05	
	Contenance - Small Shaped Pad ID Expert Light Extra Pk28,ID,1,28,LO810				£5.25	£6.30	

Below the table is a 'Direct Item Entry' form with fields for Qty., Item No., Mfr No., and Supplier (with a dropdown menu for '(select supplier)'), and an 'Add' button.

#### Step 5 Deleting products from requisition (if required)


- ◆ Click the red ✖ found in the actions column and then click “OK” to confirm. The item will now be removed from your cart.

#### Step 6 Change the quantity of an item on the requisition (if required)

- ◆ Change the quantity of an item and then click into another quantity box to refresh the cart and save your change.

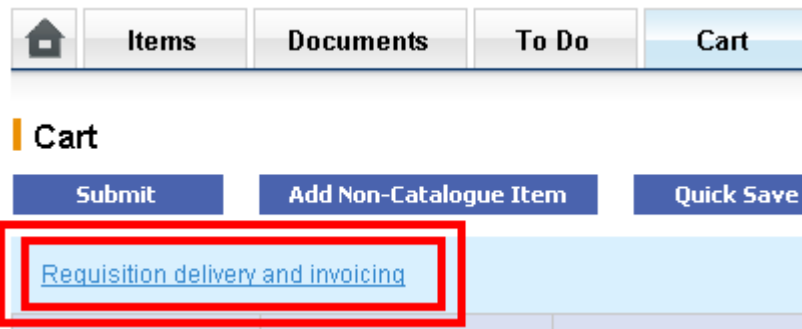
#### Step 7 Add comments (Optional and if required)

- ◆ Click on the paperclip icon at the top of the cart
- ◆ Click “Internal Comment” button to add a note to the Contenance Service or click “External Comment” to add a note to the Supplier Ontex.

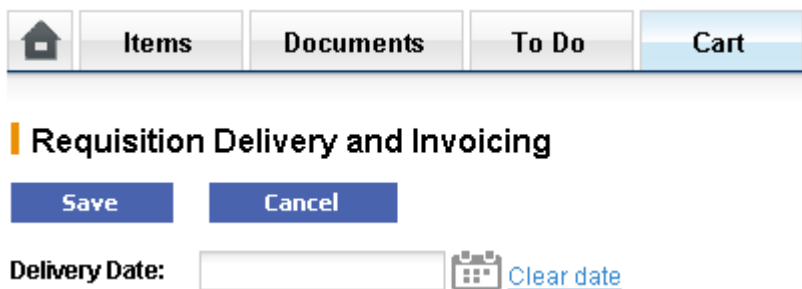
- ◆ Enter comment in the box and click “Apply Comment”.
- ◆ Click the “back” button to return to your cart.
- ◆ The comment will now have been added 


### Step 8 Enter delivery date

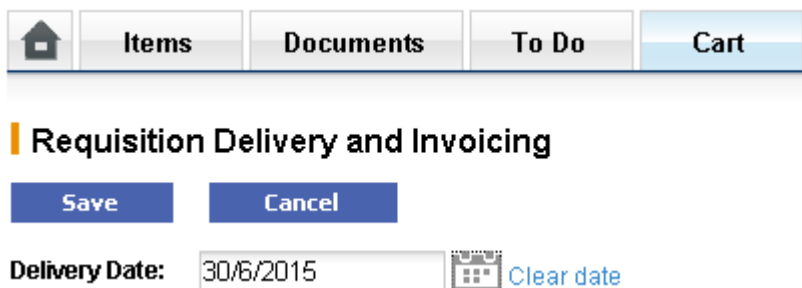
- ◆ Click on the “Requisition Delivery and Invoicing” link on the cart page.



- ◆ The Requisition Delivery and invoicing page will be displayed.



- ◆ Click on the calendar icon  and select the required delivery date as advised on the ordering deadline calendar the service provided.



- ◆ Click the “save” button and you will be taken back to the requisition screen.

**Step 9 (if required) Enter alternative delivery address**

If you order for more than one location you can now change the delivery address.

- ◆ Click on the “Requisition Delivery and Invoicing” link.

The screenshot shows a navigation menu with buttons for Home, Items, Documents, To Do, and Cart. Below the menu, the 'Cart' section is active, showing buttons for Submit, Add Non-Catalogue Item, and Quick Save. A red box highlights the 'Requisition delivery and invoicing' link.

- ◆ Click the “address lookup” button. A new screen will open.

The screenshot shows the 'Requisition Delivery and Invoicing' page. It includes buttons for Save and Cancel, a Delivery Date field with a calendar icon and a 'Clear date' link, and Delivery Time radio buttons for Morning, Afternoon, and Specific Time. A section titled 'User Name and Address' contains fields for Requisitioner Name, Buy-for Name, Delivery Name, and Delivery Address. The Delivery Address field is populated with: 'Central Receipt Point, IDA SP02, Astley Ainslie Hospital, Canaan Lane Entrance, Edinburgh, EH9 2HL, United Kingdom'. A red box highlights the 'Address Lookup' button next to the Delivery Address field. There is also an 'Internal Delivery Location' field and another 'Address Lookup' button highlighted with a red box.

- ◆ In the box across from “Address line”, enter part of the address and click “search”.

The screenshot shows the 'Address Lookup' page. It features a 'Back' button and a search form. The search form has dropdown menus for 'Look in:' (Address Name, Address Line, City/Town, County), 'and' connectors, and 'Sort by:' (Address Name). A red box highlights the input field for the 'Address Line' search criteria. A 'Search' button is located at the bottom right of the form.

## Step 9 continued

- ◆ Addresses found will appear below the search button.

Home Items Documents To Do **Cart** Templates Blanket Orders

### Address Lookup

[Back](#)

Look in: Address Name and Address Line and City/Town and County  
Contains: tranent nursing home  
Sort by: Address Name [Search](#)

Click  to select and return.

SP73 NHSLGS8	<input checked="" type="checkbox"/>
Tranent Nursing Home (Glendevon Unit) 1 Coal Neuk Court Coal Neuk Tranent, EH33 1DR United Kingdom	
SP73 NHSLGS9	<input checked="" type="checkbox"/>
Tranent Nursing Home (Haven Unit) 1 Coal Neuk Court Coal Neuk Tranent, EH33 1DR United Kingdom	

- ◆ Click  of the address you want to select and you will be taken back to the Requisition Delivery and Invoicing screen.

Home Items Documents To Do **Cart** Temp

### Requisition Delivery and Invoicing

[Save](#) [Cancel](#)

Delivery Date:  [Clear date](#)

Delivery Time:  Morning  Afternoon  Specific Time

#### User Name and Address

Requisitioner Name:

Buy-for Name:

Delivery Name:  [User Lookup](#)

Delivery Address: Tranent Nursing Home (Glendevon Unit)  
1 Coal Neuk Court  
Coal Neuk  
Tranent, EH33 1DR  
United Kingdom

Internal Delivery Location:  [Address Lookup](#)

- ◆ Click the "save" button and you will be taken back to the requisition screen.

## Step 10 Review requisition and “Submit”

If you are not already on the cart screen Click the “Cart” button

**NHS Lothian**

Quick Search   3

Items Documents To Do **Cart** Templates Blanket Orders

**Cart**

Requisition delivery and invoicing Requisition Totals (GBP): Net: £9.49 Gross: £11.39

Qty.	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Est VAT	Actions
Item Description					Ext price	Est Gross	
Order delivery and invoicing					Ontex UK Care Homes L3 Total (GBP):		
					Net: £9.49	Gross: £11.39	
<input type="text" value="2"/>	<a href="#">S5221040100</a>	5221040100	Ontex Uk Ltd	Ontex UK Care Homes L3	£0.96/PK	£0.38	
	Continece - ID for Men Level 2 Pk10,ID,1,10,LO810				£1.92	£2.30	
<input type="text" value="2"/>	<a href="#">S5400200250</a>	5400200250	Ontex Uk Ltd	Ontex UK Care Homes L3	£1.16/PK	£0.46	
	Continece - Net Pants ID Expert Fix Ultra Medium Pk25,ID,1,25,LO810				£2.32	£2.78	
<input type="text" value="3"/>	<a href="#">S5160040280</a>	5160040280	Ontex Uk Ltd	Ontex UK Care Homes L3	£1.75/PK	£1.05	
	Continece - Small Shaped Pad ID Expert Light Extra Pk28,ID,1,28,LO810				£5.25	£6.30	
<b>Direct Item Entry</b>							
Qty.	Item No.	Mfr No.	Supplier				
<input type="text"/>	<input type="text"/>	<input type="text"/>	(select supplier)		<input type="button" value="Add"/>		

Check all details are correct.

- ◆ Make any amendments if required
- ◆ If you are happy with the requisition, click the “submit” button and your requisition will be submitted to the Continece Service for approval.

**NHS Lothian**

Quick Search   3

Items Documents To Do **Cart** Templates Blanket Orders

**Cart**

Requisition delivery and invoicing Requisition Totals (GBP): Net: £9.49 Gross: £11.39

Qty.	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Est VAT	Actions
Item Description					Ext price	Est Gross	
Order delivery and invoicing					Ontex UK Care Homes L3 Total (GBP):		
					Net: £9.49	Gross: £11.39	
<input type="text" value="2"/>	<a href="#">S5221040100</a>	5221040100	Ontex Uk Ltd	Ontex UK Care Homes L3	£0.96/PK	£0.38	
	Continece - ID for Men Level 2 Pk10,ID,1,10,LO810				£1.92	£2.30	
<input type="text" value="2"/>	<a href="#">S5400200250</a>	5400200250	Ontex Uk Ltd	Ontex UK Care Homes L3	£1.16/PK	£0.46	
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<input type="text" value="3"/>	<a href="#">S5160040280</a>	5160040280	Ontex Uk Ltd	Ontex UK Care Homes L3	£1.75/PK	£1.05	
	Continece - Small Shaped Pad ID Expert Light Extra Pk28,ID,1,28,LO810				£5.25	£6.30	
<b>Direct Item Entry</b>							
Qty.	Item No.	Mfr No.	Supplier				
<input type="text"/>	<input type="text"/>	<input type="text"/>	(select supplier)		<input type="button" value="Add"/>		

- ◆ When the order is approved and sent to the supplier a notification e-mail will be sent to you.



## Helpful Contacts

**The Pecos Systems Team** can be contacted for password resets by e-mailing [ensr@nhslothian.scot.nhs.uk](mailto:ensr@nhslothian.scot.nhs.uk)

**Bladder & Bowel Nursing Team** help with clinical issues and can be contacted by telephoning 0131 446 4324 or email [BBNTeam@nhslothian.scot.nhs.uk](mailto:BBNTeam@nhslothian.scot.nhs.uk) .

**Continence Care Service** manages the orders you place and can be contacted by telephoning on 0131 537 4572 or by email [continence.care@nhslothian.scot.nhs.uk](mailto:continence.care@nhslothian.scot.nhs.uk).

You can write to the service at

Admin Building, Astley Ainslie Hospital, 133 Grange Loan, Edinburgh, EH9 2HL.

**Ontex Customer Support** can help with delivery shortages and queries about delivery timescales for washable pant orders by telephone on 0800 085 2392.

## Continence Care Service PECOS Access Form

### Section 1 - Care Home details

(Please use block capitals)

Care Home Name
Address
Postcode

### Section 2 - User details

(Please use block capitals)

Surname	Forename
Telephone	E-mail (mandatory)

### Section 2 - to be completed by Manager

I confirm the above information is correct and request system access to use the PECOS Internet Procurement Manager to order incontinence pads.

Only tick one box of the following statements.

- I have read the 'Pecos ordering Guide for Care Homes and will be able to follow the guide to self train to use the Pecos system.
- I would like to be contacted to arrange additional training for myself or staff and we are able to attend Astley Ainslie Hospital.

Full Name (Print) ..... Date .....

Designation..... Telephone .....

Signature .....

Please complete and return this form to:

Continence Care Service

Admin Building, Astley Ainslie Hospital, 133 Grange Loan, Edinburgh, EH9 2HL

[continence.care@nhslothian.scot.nhs.uk](mailto:continence.care@nhslothian.scot.nhs.uk).