

## GUIDANCE FOR SUPPLIERS

The Trust works closely with its suppliers to deliver high quality health care services.

### ***10 'Golden rules' have been adopted.***

1. The Trust Procurement Department is the first point of contact both for current; new and potential suppliers.
2. All supplier/company staff whilst on site must wear an ID badge with their name and company clearly visible.
3. Trust staff should seek advice and support from the Procurement Department before engaging with any supplier/company staff.
4. "Cold Calling" or visiting Wards/Departments without permission or an appointment is strictly prohibited.
5. Orders for goods or services must not be solicited from Trust staff – the only recognised documentation is an official order issued via eProcurement.
6. Price/Commercial discussions can only be conducted in conjunction with the Trust Procurement Department.
7. Trust staff must not be offered samples of products unless by prior agreement with the Procurement Department.
8. Business gifts (other than items of a very small intrinsic value such as diaries or calendars) must not be offered and will not be accepted.
9. Items of Medical equipment loaned or on trial to the Trust will be subject at all times to our Medical Equipment Management procedures including indemnity arrangements.
10. Ensure professionalism and courtesy are shown and reciprocated at all times.

**Contact details for current or new suppliers.**

✉: [dhc.trust.purchasing@nhs.net](mailto:dhc.trust.purchasing@nhs.net)

☎: 01202 277000

**Write to us enclosing product/service details at:**  
Procurement Department  
Dorset Healthcare University NHS Foundation Trust  
4-6 Nuffield Road  
Poole  
Dorset  
BH17 0RB