

Ordering a new non-stock (special) item using a quote

**** NB - requests for non-stock items OR recycled items cannot be placed on same order as stock items ****

Home

Welcome to Bedfordshire & Luton Community Equipment Service

Please select an action from the options below:

Client Management Browse Catalogue Information Centre

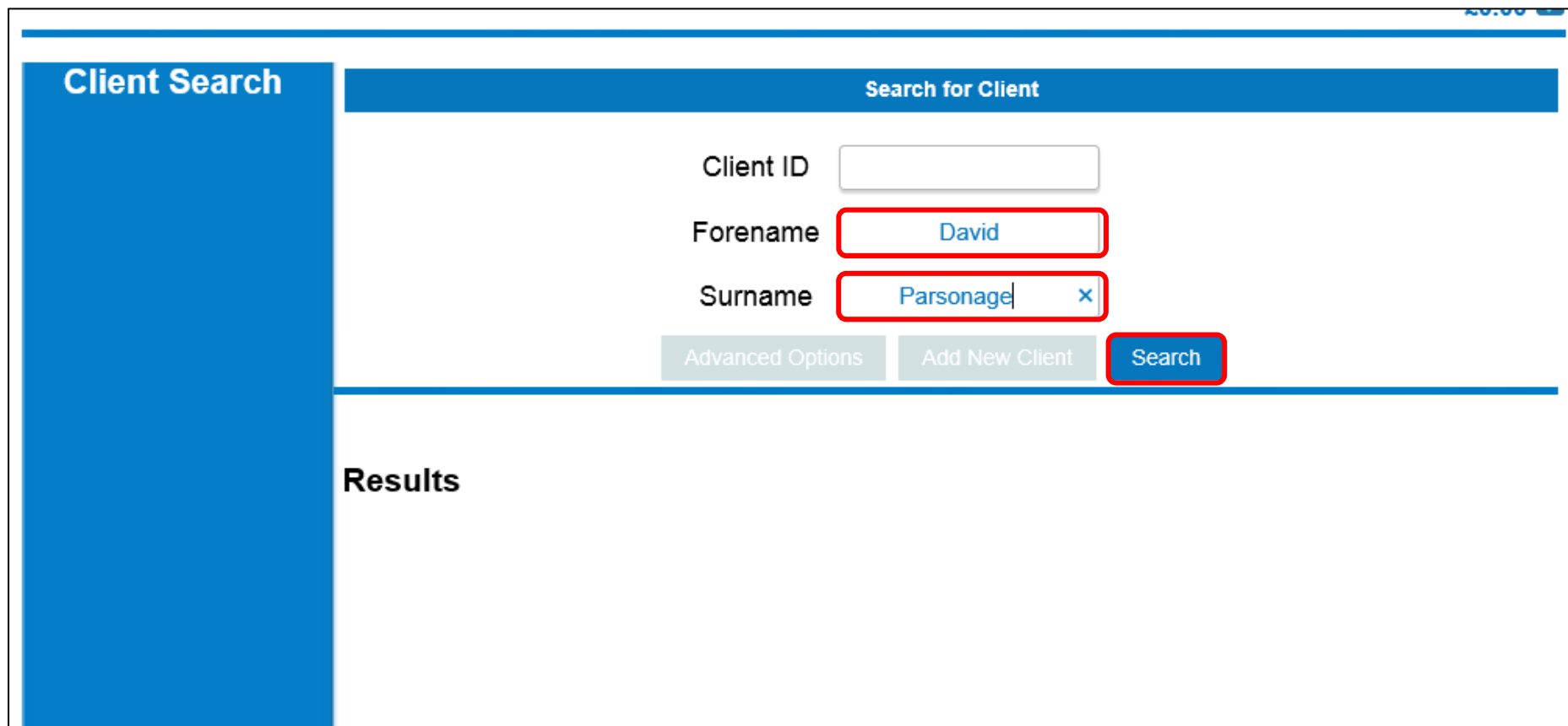
Newsflash

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22 Jul [UPDATED WHEELCHAIR TRAINING DATES](#)

- Select **Client Management**

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The screenshot shows a web interface for searching clients. On the left is a blue sidebar with the text "Client Search". The main area has a blue header bar with "Search for Client". Below this are three input fields: "Client ID" (empty), "Forename" (containing "David"), and "Surname" (containing "Parsonage" with a clear 'x' button). Below the inputs are three buttons: "Advanced Options" (disabled), "Add New Client" (disabled), and "Search" (active). The "Results" section below is currently empty.

Search for Client	
Client ID	<input type="text"/>
Forename	<input type="text" value="David"/>
Surname	<input type="text" value="Parsonage"/> ×
<div>Advanced Options Add New Client Search</div>	
Results	

- Input part of the **Forename** and **Surname** of Client
- Click on **Search**

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Results: 1 Clients Found

First Previous Page 1 of 1 Next Last Items per Page 6 ▼

100541849
Mr David Parsonage
4 ARKWRIGHT ROAD
BEDFORD
nn3 8rq
19/04/1980
Select

First Previous Page 1 of 1 Next Last

- When you have found the correct client click on **Select**
- If client is not on system, create client

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Client Management

[More Information & Edit Client](#)

Mr David Parsonage
4
ARKWRIGHT ROAD
BEDS
BEDFORD
BEDS
nn3 8rq

Contact Details
Tel 1: 01234567890
Mobile: 076543245
Email:

Client
Client ID: 100541849

[Delivery](#) [Collection](#) [Repair](#) [Issue from Peripheral Store](#) [Trusted Assessor](#)

[On-Site Equipment](#) [On-Site History](#) [Pending Orders](#)

[PPM History](#) [Alerts](#) [Feedback](#) [Documents !\[\]\(6480c1a481686073b026be5c26ab9053_img.jpg\)](#)

Alerts

- Click on **Delivery**

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The screenshot shows a web interface for a catalogue. On the left is a blue sidebar with the title 'Catalogue' and a list of categories: BARIATRIC, BATHING, BEDROOM, CEILING TRACK, HOUSEHOLD, MEDICAL, MINORADAPT, MISC, MOBILITY, MOVING & HANDLING, PAEDIATRICS, PCI, POOLED SPECIALS, PRESSURE RELIEF, RAISERS, SPECIALS, and TOILETING. The main content area has a top navigation bar with buttons: 'Standard Catalogue' (highlighted in red), 'Most Ordered Items', 'Recently Purchased', and 'Wheelchair Search'. Below this is another row of buttons: 'Recycled Specials' (highlighted with a red rectangle), 'Pooled Specials', and 'Create Special Delivery'. At the bottom of the main area, there is a search section with a 'Search:' label, a text input field containing 'enter keywords', a magnifying glass icon, a 'Quick Pick:' label, another text input field containing 'enter product code', a 'Qty:' label with a dropdown menu showing '1', and a shopping cart icon.

- Click on **Recycled Specials**
- Please ensure that you have thoroughly checked all existing RSP items before progressing

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Pool Catalogue

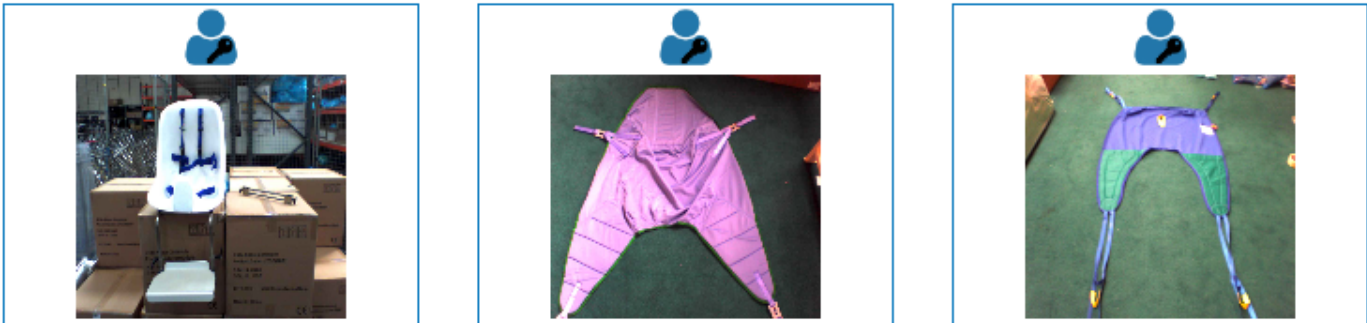
BARIATRIC
BATHING
BEDROOM
CHAIR & BED RAISER
CHILDRENS BATHING
CHILDRENS MOBILITY
CHILDRENS OTHER
CHILDRENS SEATING
CHILDRENS STANDING
CHILDRENS TOILETING
FOAM MATTRESS
HOISTING
HOUSEHOLD
KITCHEN & ADL
MANUAL HANDLING

Standard Catalogue Most Ordered Items Recently Purchased Wheelchair Search

Recycled Specials **Pooled Specials** Create Special Delivery

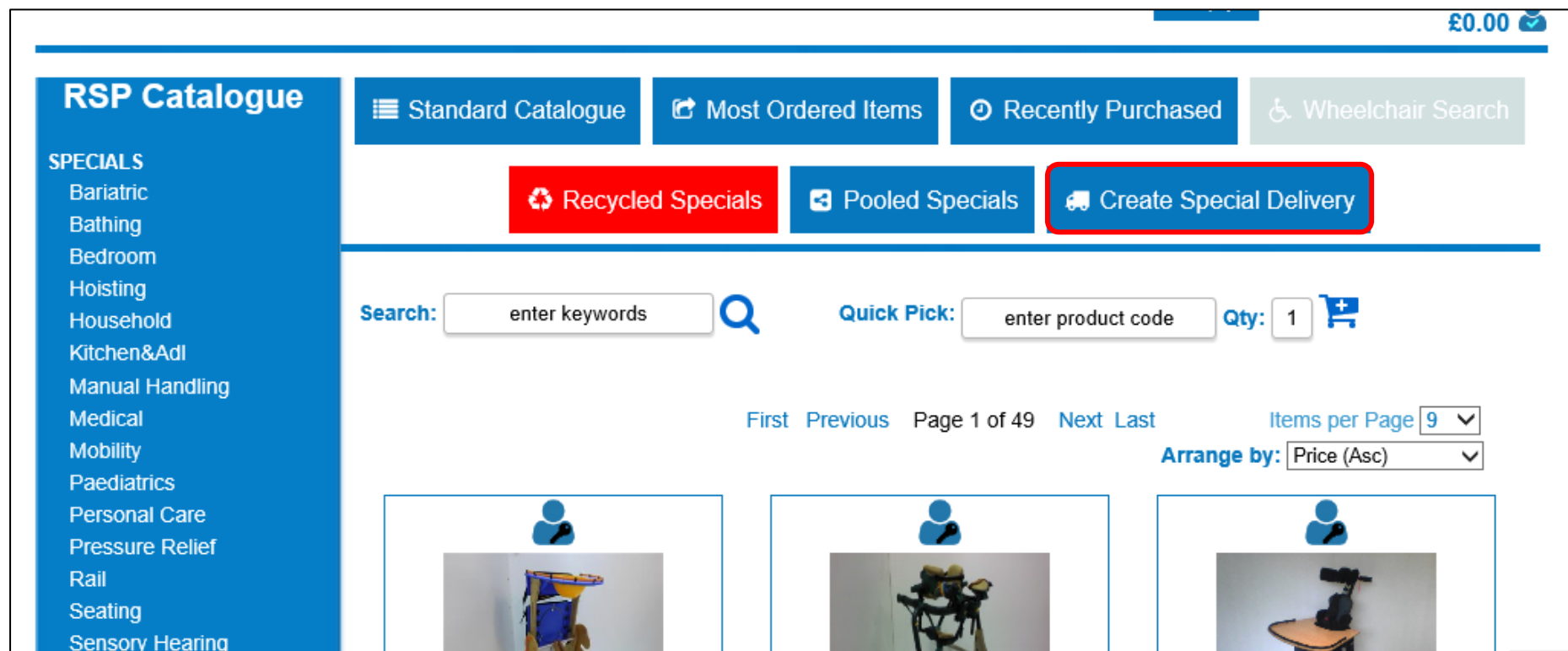
Search: enter keywords Quick Pick: enter product code Qty: 1

First Previous Page 1 of 3 Next Last Items per Page 9 Arrange by: Price (Asc)



- Click on **Pooled Specials**

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- Click on **Create Special Delivery**

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Catalogue

Create Non-Contract Special Order for Mr David Parsonage[← Back](#)

Non-Contract Special Order Information

Issue Type

CHC1

Property Type

None2

☐ Permission Obtained

Special Order Delivery Address And Speed

Delivery Address : (Required)

10 WATSON WAY BEDS BEDFORD mk43 0RG

Delivery instructions :

3

Confidential Notes :

4

Clinical Reasons :

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1. Select the appropriate **Issue Type**
2. Select the appropriate **Property type** and confirm **Permission Obtained**
3. Add any relevant information to facilitate delivery to the Service User
4. Add any information that Millbrook need to consider when completing delivery (any risks / concerns)
5. Input comprehensive **Clinical Reasoning** to ensure order authorisation (see Appendix 1)

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Special Material Information

Please search for a supplier by entering the supplier name in the field below

* Search Supplier By Name/Id : 6

Supplier Id : (Required)

Please complete the sections below and click the Add Item button
You can add a maximum of 3 Items from the same supplier

Category (Required) Please select a category... 7

Sub Category (Required)

Part Code

Value £ (Required) 8

Contract Procurement Charge £ 0.00

Item Description (Required) 9

Special Instructions

Unit of measure None

Attachment pdf, doc, rtf, txt, jpeg, gif, zip, xls, png
Maximum size for uploaded files combined is 4Mb

Note: When adding documents, if a required field is missed your selected documents could be lost when amending the order.
If 'No File Chosen' is displayed or the file path is empty (No Files Will be Uploaded)
Please check before selecting 'Add Item'

Item Cart Cart Total:

6. Start to type name of Supplier
(see Appendix 2)

If the Supplier is not listed,
please write "Unknown"

7. Select the relevant category
from the Catalogue.

8. Add cost of item. **PLEASE do NOT include VAT.**

9. Provide an accurate
description of each item
required.

** Please note – this description
will appear on the Service User's
equipment list for future
reference. Therefore please
accurately reflect item
requested **

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Please check before selecting 'Add Item'**

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Item Cart

Cart Total:

13

10. Add any special notes / quote reference number.

If you are requesting new accessories, please state whether these need to be fitted to existing equipment on site or to an identified RSP.

11. Upload the quote for the item.

12. Click **Add Item**

If ordering multiple items, add details of each item as a separate line. (i.e. if ordering 2 slings, add details of first sling, click **Add item** and repeat process for second sling).

13. Once all items have been added, click on **Place Order**

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Appendix 1

Clinical reasoning field must include:

- Overview of Service User's condition and need to be addressed (only provide information relevant to request)
- Clarification on why standard stock equipment is not suitable
- Confirmation that all recycled stock has been considered and no suitable equipment available
- Confirmation on how proposed equipment will meet the assessed need
- Confirmation that any Mental Capacity issues have been appropriately assessed and addressed
- Confirmation that relevant risk assessments have been undertaken
- Confirmation that the Service User is within the weight limits for the item (considering current and potentially future weight)
- Confirmation of that any demonstration required to use item safely will be completed by the Prescriber
- Eligibility of need under the Care Act 2014 (adults only)
- Notification if client is in receipt of CHC funding
- Suppliers / Manufacturers considered **
- Confirmation on Line Managers approval to raise order

** For items over £500, two manufacturers should have been considered to ensure value for money (excluding Paediatric equipment). However, only the most appropriate and cost effective quote should be attached to Millflow.

**** Applications without the necessary information may result in request being declined ****

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Appendix 2

Suppliers:

Listed below are frequently used suppliers within Bedfordshire & Luton registered on Millbrook's financial system.

If the required item cannot be sourced from any of these suppliers, please contact the CES Team or Jayne Brewer (Clinical Lead) for further guidance.

Supplier	Type of equipment
1 st Call Mobility	Plus sized equipment
Accora	Seating & beds
Active Mobility Centre	Various
Aidapt	Various
Arjo Ltd	Manual Handling
Astor Bannerman	Specialist bathing
Bakare Beds	Beds
Bemore Medical	Plus sized equipment
BES Healthcare	Paediatric Seating
Care & Independence	Shower chairs & slings
Careflex	Postural seating
Centrobed	Beds
Chiltern Invadex	Shower chairs
Direct Healthcare (includes Handicare & Kirton)	Manual handling & seating
Drive Devilbiss	Varied

Supplier	Type of equipment
Hill-Rom (including Liko)	Manual Handling
Kingcraft	Specialist bathing
Langham	Various
Lisclare	Beds
Mangar International	Lifting cushions
Morris & Alexander	Morris & Alexander
Neater Eater Solutions	Neater Eater Solutions
Nottingham Rehab Supplies	Various
Osprey Healthcare	Shower chairs & slings
Parnell Products	Bed levers
Premier Healthcare Ltd	Various
Prism Medical	Shower chairs & slings
Quest 88	Mobility equipment
RBF Healthcare	Specialist Postural Support
Safe Spaces	Paediatric beds

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Supplier	Type of equipment
Enable Access	Ramps
Etac (including R82)	Various
Frontier Medical	Pressure Care
G&S Smirthwaite	Paediatric equipment
GBUK Healthcare	Suction Machines
Harvest Healthcare	Pressure care
Hill-Rom (including Liko)	Manual Handling
Hospital Direct	Manual Handling
Invacare UK Ltd	Various
Jenx	Paediatric equipment
Joerns Healthcare	Manual Handling

Supplier	Type of equipment
Seating matters	Postural Seating
Select Healthcare	Manual Handling
Silvalea	Slings
Simple Stuff Works	Sleep systems
Smitcare	Manual handling
Sunrise Medical (includes Leckey and JCM)	Various
The Helping Hands Co. (including Symmetrikit)	Various
The Ramp People	Ramps
Theraposture	Beds
Tough Furniture	Paediatric beds
Ultimate Healthcare	Beds & pressure care