

Introduction

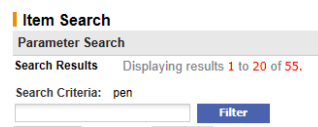
This quick guide provides a one page reference to users of the PECOS system on creating a shopping cart of products and services and submitting for approval. The guide is intended to be a high level quick reference rather than an exhaustive explanation of how the system works. More detailed information can be found in the online help or by downloading the PPS user guide at <http://nhspps.uk>

Steps

1. Navigate to the PECOS site: <https://pps.pecosipm.com>
2. Log in using your username or password
3. Type your search criteria in the search box at the top of the page (this can be keywords, part of the description or product codes)



4. Review the search results. If too many results are returned, you can filter further by typing another keyword.



TIP: in the filter field, you can use negative search criteria e.g. NOT Biro

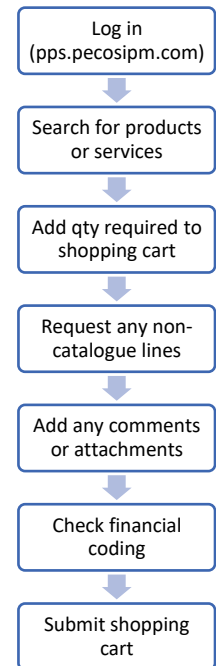
5. Type the quantity required next to the items you would like to purchase and click the **Add** button.
6. Repeat steps 3 – 6 for all the items you wish to purchase

TIP: You can raise a requisition for multiple suppliers. It's worth searching for carriage lines in case any apply to the order and supplier.

7. Once all items added, review the shopping basket
8. If you need to add any comments or attachments, do this either at Requisition, Order or Line level by clicking the paper clip.
9. Financial codes will be populated automatically for the majority of users, but if you have access to more than one cost centre or IDA you will need to set this by clicking the graph and magnifying class icon.

TIP: Make sure that the financial codes do not say "PLEASE SELECT" as your requisition will be returned if it does.

10. If you can't find the products or services you require in the catalogue, you can request a non-catalogue item from the shopping cart. Remember to provide as much information as possible and attach any relevant eForms. For more information on this, refer to the full user guide.
11. When ready, submit your shopping cart. Your document will be routed for approval.



Getting Help

You can get further help on using the PECOS system from the online help, accessed through the question mark icon on the top right of the page.

You can also review guidance documents, or refresh yourself on the eLearning at <http://nhspps.uk>

If you are still experiencing problems, you can log a call with the PPS help desk either online at <http://nhspps.uk> or by calling 020 3322 1935.