

19 December 2024

Changes to PECOS procurement system due to merger with Royal Free London

Following confirmation that the merger will take place on 1 January 2025, this note sets out the changes that have been made to the PECOS system and the actions you need to take.

1. System access

As a current North Mid PECOS user, you will be set up with a new, separate RFL PECOS account.

You will receive an automatic email notification from PECOS (pecosmails@elcom.com) with your log-in details for that account. Please action the initial password reset, and then keep those details in a safe place until the merger is complete.

2. Placing requisitions before the merger

For now, you may continue to raise your orders using your current North Mid PECOS account. The deadline for requisitions is 2pm on 31 December and deadline for approvals is 3pm on 31 December.

However, if possible, please try to defer or reduce the number of purchase orders raised in late-December. It will simplify processing in January if the order has been raised on the RFL PECOS system. Likewise, if possible, please defer the creation of new suppliers till after the merger.

NB. Please complete approvals for requisitions in North Mid PECOS. Unapproved requisitions in the North Mid PECOS system as at 31 December 2024 will be cancelled and will need to be recreated in the RFL PECOS system.

3. Placing requisitions after the merger

Requisition rights within the North Mid PECOS will be removed and you will no longer be able to use it to raise requisitions; instead, please place orders in the usual way, but via the RFL PECOS system using your new log-in details.

If you have previously established templates on PECOS for repeat orders, unfortunately these will need to be set up again under your new (RFL) user name. Apologies for this inconvenience. Please take care to use the same suppliers and products as before.



For assistance in recreating your template please contact the PPS helpdesk (contact details below) providing template type, template name and template author, and in most cases PPS should be able to provide a report showing current template information.

The North Mid scheme of delegation (rights to approve purchase orders) has been transferred to the RFL system. There were minor changes to make the two organisations align and new cost centre and requisition point codes have been created, aligned to your user details – if you have any queries regarding the scheme of delegation, please contact PPS (see contact details below).

4. Goods receipting

For goods where the purchase order was raised before the merger:

- complete goods receipting in the North Mid PECOS system.
- if there are any variations between the PO and goods received, please contact the procurement team (see contact details below).

For goods where the purchase order was raised after the merger:

- complete goods receipting in the RFL PECOS system
- from now on, costs will be matched to your new RFL cost centre.

5. PIM approval and payments

Where invoices relating to the period 1 January 2025 to 31 March 2025 do not have a purchase order, they will be routed via PIM (Purchase Invoice Management) for budget holders to approve. This is a temporary measure to ensure supplier invoices are paid without delay and there is no disruption to the supply of goods and services post-merger.

RFL follows a 'no PO, no pay' policy, and all staff must ensure that RFL POs are in place from 1 April 2025.

As a PIM user you should receive daily email notifications if you have invoices in PIM to approve.

6. Open POs at financial year end

North Mid purchase orders with delivery dates extending beyond the current financial year (ending 31 March 2025) will be cancelled and you will need to raise new purchase orders from RFL. More information will follow after the merger.

7. Help and support

If you have any questions, please contact your PPS team using the PPS Helpdesk Portal <http://nhspps.uk>, emailing helpdesk@nhspps.uk or by calling 0203 322 1935.

