

The logo for the Local Resilience Forum (LRF) consists of the letters 'LRF' in a bold, blue, sans-serif font.

Nottingham and Nottinghamshire  
Local Resilience Forum



**Nottinghamshire  
County Council**



# PPE Ordering Process

Guidance for Internal NCC Teams

The new site to use can be found at

<https://www.nottinghamshire.gov.uk/covid19ppeordering>

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# Home Page

Register Log in Shopping cart (0)

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## Personal Protective Equipment (PPE)

**Before You order from us!**

Please see Notts Help Yourself for the latest local guidance and FAQs: [Personal Protective Guidance](#)

Whilst there is no charge for this PPE, before ordering please see our [Conditions of use](#)

If you have any queries please [contact us](#)

Care Home / Residential Home

Home Care

Healthcare



# Registration (1 of 2)

https://www.nottinghamshire.gov... Nottinghamshire C... PPE Equipment

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Register

Your Personal Details

First name:  \*

Last name:  \*

Email:  \*

Confirm email:  \*

Service Details

Service name \*if applicable:

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Equipment (PPE)

Fill in your personal details to register. Use your personal nottsc.gov.uk email address. You must not share accounts.

# Registration ( 2 of 2)

Service Details

Service name \*if applicable:

Give the name of the team you will be ordering for.

Your Address

Street address: \*

Street address 2:

Postcode: \*

Enter your address. This can be your base of work, or your home address.

Options

What is your role?: \*

- Direct Payment recipient / Self-funder
- Personal Assistant
- Provider
- NCC Service

Are you providing direct/personal care?:

If a PA, number of PAs able to attend currently: ---

If PA, number of times during the day that PAs attend: ---

If a PA, number of days per week that PAs attend: ---

Select 'NCC Service'.

# Logging in

https://www.nottinghamshire.gov... Nottinghamshire C... PPE Equipment. Login

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Welcome, Please Sign In!

New Customer

You must register for an account before ordering PPE from this system.

REGISTER

Returning Customer

Email:

Password:

Remember me? [Forgot password?](#)

LOG IN

# Your account

You can edit your customer information here and add new delivery addresses.

You can also view past and current orders.

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**My account**

- Customer info
- Addresses
- Orders
- Downloadable products
- Back in stock subscriptions
- Change password
- GDPR tools

**My account - Customer info**

Your Personal Details

First name:  \*

Last name:  \*

Email:  \*

Service Details

## My account - Orders

Order Number: 65

Order status: Pending

Order Date: 19/08/2020 14:54:23

Order Total: £0.01

# Before you order

Register Log in Shopping cart (0)

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Personal Protective Equipment (PPE)

Before You order from us!

Follow these links to read the guidance.

NCC Internal guidance can be accessed through the 'Conditions of use' page – this will redirect you to the staff intranet.

Conditions of use

g the COVID-19 pandemic as per government guidelines.

setting and not for wider distribution.

assessment prior to ordering PPE.

**Council teams/employees** there is additional guidance and PPE e-learning available on the staff intranet here: [Personal Protective Equipment](#)

g Procedure for use of PPE which should be viewed prior to making an order.

**Personal Assistants** requesting PPE, there is additional guidance on use of PPE here: [PPE for Personal Assistants](#)

**Care Homes**, please note that we are only able to provide emergency supplies until the next delivery from your suppliers. Please ensure you have

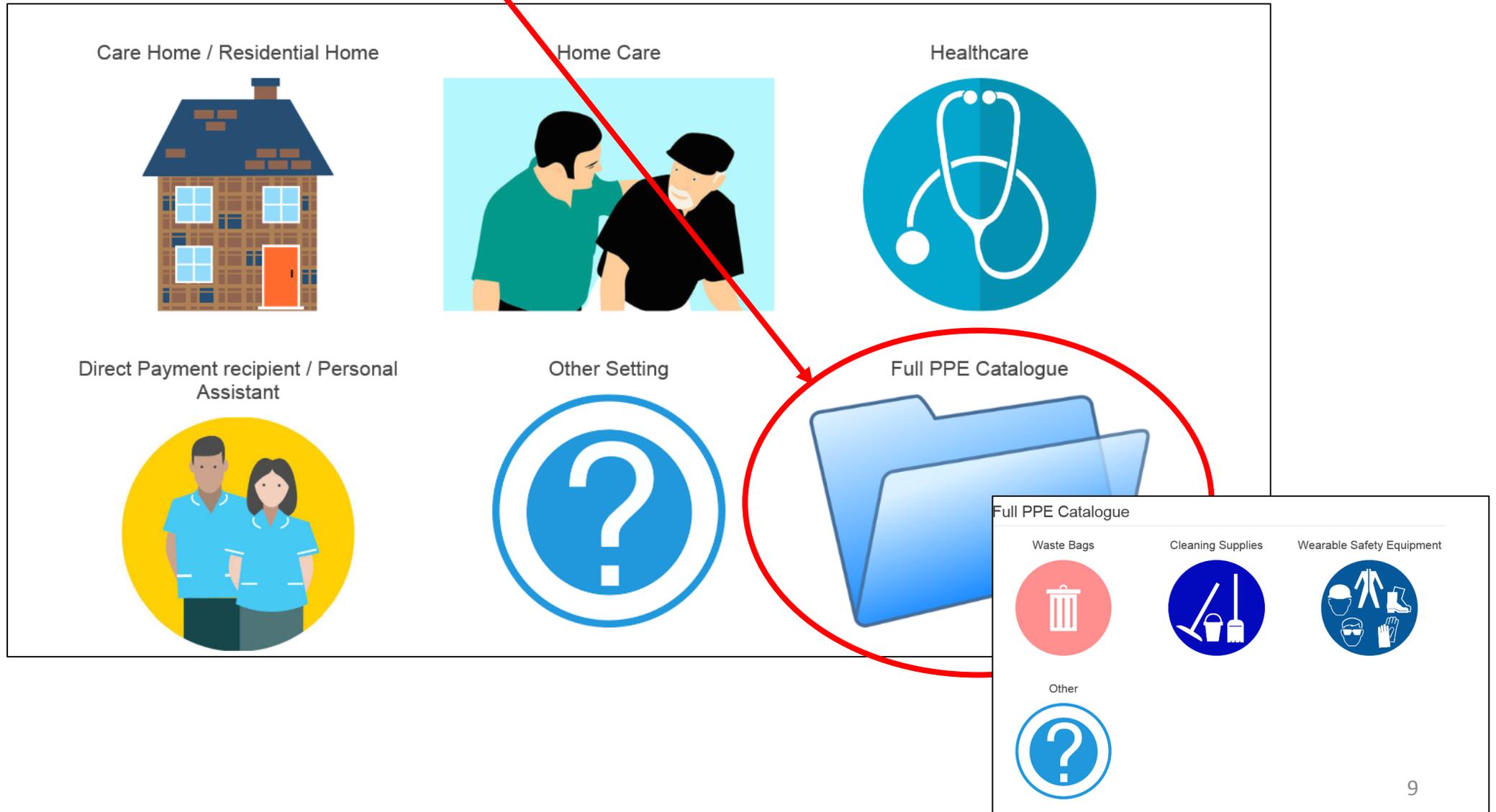
PPE guide for community health and social care settings

What PPE to wear and when – an illustrative guide

The government have also produced a useful guide with scenarios and pictures illustrating what PPE is needed in different settings.

# Browsing the site

You can view PPE by setting or browse the full PPE catalogue of all items.



# Selecting products

Face Visor  
£0.00  
ADD TO CART

Fluid resistant (Type IIR) Surgical Mask  
£0.00  
ADD TO CART

Full Goggles  
£0.00  
ADD TO CART

Surgical (NOT Type IIR) Mask  
£0.00  
ADD TO CART

Protective Glasses  
£0.00  
ADD TO CART

FFP3 Mask  
From £0.00  
ADD TO CART

Click on a product to view the full description.

Then enter the quantity needed and click 'Add to cart'.

**!** Please note this number is individual items NOT boxes

### Surgical (NOT Type IIR) Mask

Type II disposable surgical masks are designed to prevent large particles from reaching the patient or working surfaces, however they are not effective when blood or bodily fluids are present.

Availability: In stock

Delivery date: 1-3 working days

£0.00

1 ADD TO CART

Type II surgical masks should be used when undertaking tasks within 2 metres of a client or household members but not providing personal care (i.e. not touching), providing the client does not have a cough.  
In adult social care settings, a type I or II mask should be worn at all times with service users, even if a 2m distance can be maintained. This applies outside as well as indoors.

# Shopping cart (1 of 2)

### Shopping cart

Remove	Image	Product(s)	Price	Qty.	Total
<input type="checkbox"/>		Disposable Plastic Apron	£0.00	<input type="text" value="1"/>	£0.00

[Update shopping cart](#) [Continue shopping](#)

**YOU WILL NOT BE CHARGED THE £0.01 SHIPPING CHARGE.** This has been applied because it allows us to review and approve your order.

Please give more detail about your PPE request e.g. the setting and situation where it will be used, and how many week's supply you are requesting. \*

Please provide any special delivery instructions.

If relevant, please upload your Risk Assessment.

[Upload a file](#)

If you are an external provider, please upload proof of attempted purchase from your supplier.

[Upload a file](#)

Sub-Total: £0.00

Shipping: £0.01

Tax: £0.00

**Total: £0.01**

The ordered PPE is for use solely during the **COVID-19** pandemic and not intended to be used for any alternative activity. I agree with the conditions of use and I adhere to them unconditionally. [\(read\)](#)

[CHECKOUT](#)

Please provide details about your PPE request. This will provide the PPE Team with the information needed to review and approve your order.

The penny charge allows the PPE Team to approve your order but will not be charged.

Please read the conditions of use before placing your order.

Then, click here to checkout.

# Shopping cart (2 of 2)

Shopping cart					
Remove	Image	Product(s)	Price	Qty.	Total
<input type="checkbox"/>		Disposable Plastic Apron	£0.00	<input type="text" value="1"/>	£0.00

[Update shopping cart](#) [Continue shopping](#)

You can remove items here.

You can change the quantity of items you have ordered here.

You must then click 'Update shopping cart' to ensure your changes are saved.

# Checkout (1 of 3)

## 1 Billing address

Confirm your billing address is correct. This can be your base of work, or your home address. Whilst there is **no charge** for the PPE, this field must be completed for you to proceed with your order.

## 2 Shipping address

Pickup  
Pick up your items at the store

Select the address for delivery if this is different to your billing address. Only select the 'pickup' option if you have agreed this first with the PPE Team, as this option has restricted access.

## 3 Shipping method

Click here to continue.

Delivery to shipping address (£0.01)  
YOU WILL NOT BE CHARGED THE £0.01 SHIPPING FEE

[Back](#)

[CONTINUE](#)

## 4 Payment method

You will not be asked for a payment method.

## 5 Payment information

Your order will need to be **reviewed and approved** by our team before it is released for shipping.  
YOU WILL NOT BE CHARGED THE £0.01 FEE.  
Once the order has been approved, the fee will be marked as paid and your order will be passed to our shipping team for processing.

# Checkout (2 of 3)

Click here to continue.

5 Payment information

Your order will need to be reviewed and approved by our team before it is released for shipping.  
YOU WILL NOT BE CHARGED THE £0.01 FEE.  
Once the order has been approved, the fee will be marked as paid and your order will be passed to our shipping team for processing.

Image	Product(s)	Price	Qty.	Total
	Disposable Plastic Apron	£0.00	1	£0.00

Supporting Information: I need this for a future care visit.

Sub-Total:	£0.00
Shipping: (Delivery to shipping address)	£0.01
Tax:	£0.00
<b>Total:</b>	<b>£0.01</b>

[Back](#) [CONTINUE](#)

The final step is for you to review your order and check that it is correct. Then, click here to confirm.

6 Confirm order

**Billing Address**  
Lucy 2 Test

**Shipping Address**  
Lucy 2 Test

Image	Product(s)	Price	Qty.	Total
	Disposable Plastic Apron	£0.00	1	£0.00

Supporting Information: I need this for a future care visit.

Sub-Total:	£0.00
Shipping: (Delivery to shipping address)	£0.01
Tax:	£0.00
<b>Total:</b>	<b>£0.01</b>

[Back](#) [CONFIRM](#)

# Checkout (3 of 3)

Thank you

Your order has been successfully processed!

ORDER NUMBER: 65  
[Click here for order details.](#)

CONTINUE

Click here to view details of your order. You should also receive a confirmation email.

### Order information

Print PDF Invoice

**ORDER #65**  
Order Date: 19 August 2020  
Order Status: Pending  
Order Total: £0.01

**Billing Address**  
Lucy 2 Test

Payment Method: n/a  
Payment Status: Pending

**Shipping Address**  
Lucy 2 Test

Shipping Method: Delivery to shipping address  
Shipping Status: Not yet shipped

Product(s)

Name	Price	Quantity	Total
<i>Disposable Plastic Apron</i>	£0.00	1	£0.00

Supporting Information: I need this for a future care visit.

Hi Lucy 2 Test,

Your order of PPE has been placed. This will now be reviewed

# Approval

Orders take between 1-3 working days to process. If you have an emergency need for PPE please email [ppe@nottsc.gov.uk](mailto:ppe@nottsc.gov.uk)

The PPE Inbox Team may contact you for further information before approving your order. You will receive an email to tell you that your PPE items have been approved.

Hi Lucy 2 Test,

We have now looked at your request for PPE and approved Order #65 . Below is the summary of this order:

Order Number: 65

Order Details: <https://www.nottinghamshire.gov.uk/covid19ppeordering/orderdetails/65>

Date Ordered: 19 August 2020

You will receive two further emails:

One to tell you that your PPE has been shipped.

One to tell you that your PPE has been delivered.

Hi Lucy 2 Test,

Your PPE order has now been shipped.

Order Number: 65

Order Details: <https://www.nottinghamshire.gov.uk/covid19ppeordering/orderdetails/65>

Date Ordered: 19 August 2020

Please note you will not be charged the shipping fee.

Hi Lucy 2 Test,

Your PPE order has been delivered.

Order Number: 65

Order Details: <https://www.nottinghamshire.gov.uk/covid19ppeordering/orderdetails/65>

Date Ordered: 19 August 2020