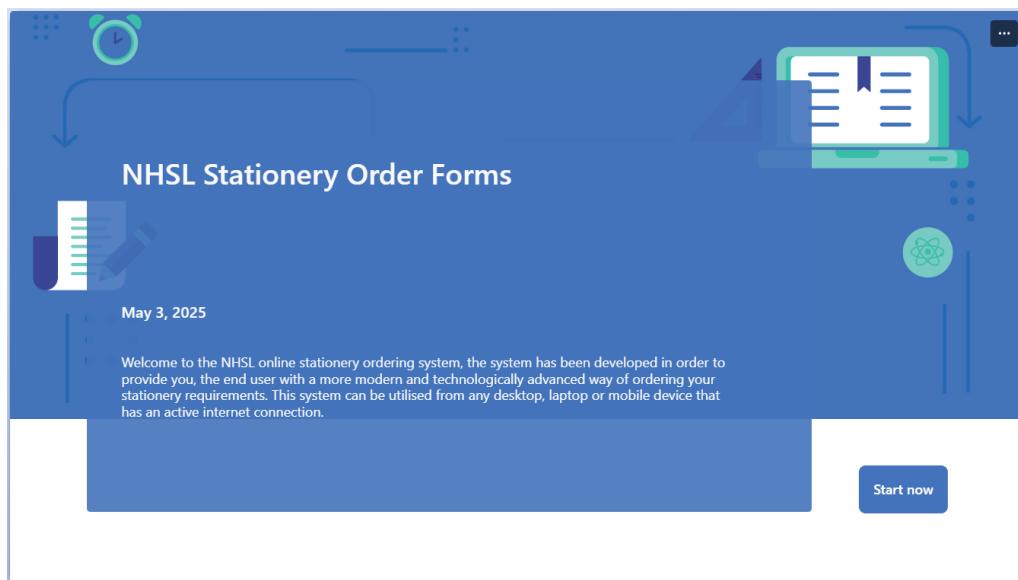


## NHSL Stationery Order Form

Welcome to the NHSL online Stationery ordering system, the system has been developed in order to provide you, the end user with a more modern and technologically advanced way of ordering your Stationery requirements. This system can be utilised from any desktop, laptop or mobile device that has an active internet connection.

**The online form will be available for use once shared by a member of the Procurement team**

To begin using the form simply click the “Start Now” on the forms home page



In order to successfully complete and submit your Stationery order request simply follow the on screen instructions, ensuring all the relevant information is provided on the Title Page

1. Accept NHSL terms and conditions\*
2. Forename\*
3. Surname\*
4. Contact Number\*
5. Email address\*
6. IDA Number\*
7. Surgery or Branch\*
8. Any additional information you feel is relevant to your order.
9. Procurement Contacts
10. Finally, and most importantly select your form type\*

All items marked with a \* are mandatory and must be completed or you'll receive a gentle reminder.

If for any reason if you make a mistake whilst completing the form this can be easily cleared using the form menu Top right.

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Once the requisitioner details are complete and you've select the form required from the drop down list "See Below" simply select **Next**.

### Form Type

Dental Order Form

GP & Laboratory Order Form

Opticians Order Form

Pharmacy Order Form

You'll now be taken to the relevant form which lists all available stationery currently being held here at procurement for your chosen speciality.

- Simply identify the stationery required and enter the Qty.
- When you're entering your required total, you may come across items that have restriction in place, these restrictions have been put in place to preserve stock Qty's.
- Once you've selected all relevant stationery and Qty's, simply select **Next**

With restriction being in place that limits the Qty you can order, if you attempt to try over ordering these items, you'll receive a gentle reminder that this isn't possible, however if you require extra please contact a member of the team who will be only too happy to help.

You'll now be taken to a feedback page, if you have the time any feedback on the new process would be very much appreciated.

You've now completed the online NHSL Stationery form, all you need to do is select **Submit**, at this point the system will send an automated email to Procurement, as well as sending an automated email acknowledging that your order has been received.

If for any reason you don't receive an email, it's worth checking your junk mail folder as the initial message may be sent to this folder.

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### **Procurement Email Notification – Example Only**

---

 Sun 11/03/2025 21:12  
procurement.cs  
New Stationery Order Submitted - Peter Skelton - Central Stores Hairmyres Hospital - LST-2025081217  
To NHS Procurement Logistics Stationery Orders

---

Good Day Team,

Please find below details of an order recently submitted, I would be grateful if you can have the order processed and delivered as per your internal delivery schedule.

OrderID: LST-2025081217

Form Type: Dental Order Form

Requested By: Peter Skelton

Delivery Address: Central Stores Hairmyres Hospital

IDA: LCS2

Contact email: [ps24atb@hotmail.com](mailto:ps24atb@hotmail.com)

Contact Telephone Number: 01355 5485932

Additional Comments: Test v7

How satisfied are you with our service: 5

How could your experience be improved:

[Order Receipts](#)

[Order List](#)

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### **Customer Email Notification – Example Only**

 NHSL Procurement Logistics Stationery Orders <LAN.NHSLProcurementLogisticsStationeryOrders@lanarkshire.scot.nhs.uk>Reply

To: ps24atb@hotmail.com

Good day,

Please accept this email as confirmation that your recently submitted order has been received and will be processed as per your delivery schedule. In the unlikely event there are any complications with your order a member of the team will be in touch.

**Important Notice**

All orders must be submitted Seven days prior to their scheduled delivery day, if you're in any doubt as to when that will be, please contact a member of the team who'll be only to happy to assist.

NHSL Procurement Logistics  
Central Stores  
University Hospital Hairmyres  
218 Eaglesham Road  
East Kilbride  
G75 8RG

email: procurement.cs@lanarkshire.scot.nhs.uk  
Tel: 01355-584962

[NHSL Stationery Order Form](#)

When you receive your acknowledgment email, for ease of use the email contains a link that will allow you to open a new form at any time, although once you receive your invite email, this will also contain a link that will allow you to use & save the form as one of your favourites for ease of use.

The team here at Procurement would like to take this opportunity, a thank you all for your support during the trial period.

Feedback on how you find the process would be very much appreciated.

Thanks again  
NHSL Procurement Logistics