



# STANTON TERRITORIAL HEALTH AUTHORITY

## Yellowknife, Northwest Territories

<b>TITLE:</b> Adding and Removing Vendors from ORMED	<b>Revision Date:</b> 14-July-2016	<b>Issue Date:</b> 14-July-2014
<b>Document Number:</b> QUA50220	<b>Status:</b> <b>Approved</b>	
<b>Distribution:</b> Laboratory Quality Manual	<b>Page:</b> 1 of 3	
<b>Approved by:</b> C. Case, Manager of Diagnostic Services	<b>Signed by:</b> <i>Cheryl Case</i>	




### PURPOSE:

This procedure will allow the user to add new vendors to the ORMED system to provide consistency in ordering and allow the user to efficiently communicate the correct vendor information to the Materials Management Department.

### POLICY:

- QUA50100 Purchasing and Inventory Policy





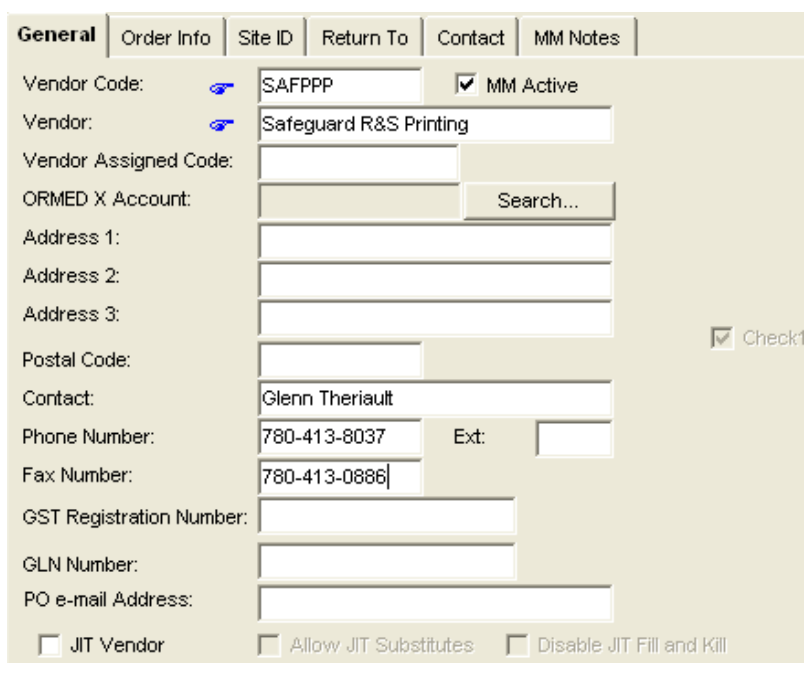
### PROCEDURE INSTRUCTIONS:

Step	Action
<b>Adding Vendors to ORMED</b>	
1	Once the appropriate vendor has been established (see <b>QUA50200 Selection Based on the Ability to Meet Requirements</b> ), gather all of the vendor details and enter them in the ORMED system. <b>NOTE: Only the Manager of Diagnostic Services, the Laboratory Supervisor and the Tech IIs have been granted access to the ORMED ordering system.</b>
2	From the desktop, click on the <b>Supply Chain</b> icon. 
3	Click on the <b>Materials Management</b> icon. 
4	Click on the <b>MM Manager</b> icon. 


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5	<p>Fill in the <b>User ID</b> and <b>Password</b> fields. Ensure the <b>Schema</b> is <b>LabMaint</b>.</p> <p>Click <b>OK</b>.</p>	 <p><b>MM Manager</b></p> <p>User ID: CRUSSELL</p> <p>Password: [Empty]</p> <p>Schema: LabMaint</p> <p>OK Cancel</p> <p>Build: 8000 Revision: 2013.2</p> 
6	Click on the <b>Vendor</b> icon.	 <p>Vendor</p>
7	Click on the <b>Create New</b> icon.	
8	<p>In the <b>General</b> tab, fill in as much information as is available. The fields with the pointing finger next to them are required. Materials Management also requires the <b>Contact</b>, <b>Phone Number</b> and <b>Fax Number</b> fields. The <b>PO e-mail Address</b> is also very helpful.</p>	 <p><b>General</b>   Order Info   Site ID   Return To   Contact   MM Notes</p> <p>Vendor Code: SAFPPP <input checked="" type="checkbox"/> MM Active</p> <p>Vendor: Safeguard R&amp;S Printing</p> <p>Vendor Assigned Code: [Empty]</p> <p>ORMED X Account: [Empty] Search...</p> <p>Address 1: [Empty]</p> <p>Address 2: [Empty]</p> <p>Address 3: [Empty]</p> <p>Postal Code: [Empty] <input checked="" type="checkbox"/> Check</p> <p>Contact: Glenn Theriault</p> <p>Phone Number: 780-413-8037 Ext: [Empty]</p> <p>Fax Number: 780-413-0886</p> <p>GST Registration Number: [Empty]</p> <p>GLN Number: [Empty]</p> <p>PO e-mail Address: [Empty]</p> <p><input type="checkbox"/> JIT Vendor <input type="checkbox"/> Allow JIT Substitutes <input type="checkbox"/> Disable JIT Fill and Kill</p>

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<b>9</b>	If there are any Vendor specific notes to add, enter them in the <b>MM Notes</b> tab.
<b>10</b>	Once all of the information has been added, click <b>Save</b> . 

Step	Action
<b>Removing Vendors from ORMED</b>	
<b>1</b>	Once it has been determined that a vendor is no longer required in the ORMED system because we no longer require their products, we have an agreement with another vendor, or they are no longer used as the result of poor service (see <b>QUA50400 Supplier, Contractor and Consultant Evaluation</b> ) they may be inactivated or removed from the system.
<b>2</b>	As the ORMED system is maintained by the Finance department, The Manager of Diagnostic Services can submit this request via email to the Chief Financial Officer.

**RELATED DOCUMENTS:**

- QUA50100 Purchasing and Inventory Policy
- QUA50200 Selection Based on the Ability to Meet Requirements
- QUA50400 Supplier, Contractor and Consultant Evaluation

**REVISION HISTORY:**

REVISION	DATE	Description of Change	REQUESTED BY
1.0	14Jul14	Initial Release	C. Russell