

Primary Care Enhanced Services - Pharmacy User Guide

To be used in conjunction with:

CSW - JETS Coventry | Solihull | Warwickshire Joint E-Tendering System



www.csw-jets.co.uk





This guide explains the process of updating your response as well as how to update your CSW Jets account details.

Disclaimer: These screenshots have been created using 'dummy' supplier accounts therefore the detail contained within the screenshots will not reflect any real information or data ascertaining to a real organisation.



You will need to login to your CSW Jets account that you would have used to make your initial submission. Please scroll down to the end of this user guide for information regarding accessing your account. The link to the system is <u>www.csw-jets.co.uk</u>.

Please be aware that failure to provide correct login information three times will result in your account being locked and you will need to reset your login. Please do so by pressing on the red '**Forgotten Details**' button on the left hand side.



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If you have forgotten your login details, do not The system can generate an automatic e-mail your Account.	worry. to remind you of your login details. In order for the system to find yo	bur Login details, you will need to provide some information specific to
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e-Mail:	Copyright © 2019 In-Tend Limited. All Ri	Send Request
e-Mail:	<u>Copyright © 2019 In-Tend Limited.</u> All Rig	Send Request ghts Reserved. Version: 93.10.28.10 Date: 30/01.2919

This screen will prompt you to enter your email address to reset your password. Then press '**Send Request**'. A dialog box will appear and you will receive an email with a link and text explaining how to do this.

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Once you have logged in you will need to go to '**My Tenders**' within the navigation bar at the top of the page.



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Within the '**My Tenders**' area of the system, it will display Projects that you would have previously expressed an interest in/have been involved in. As you have previously made a submission against this Project it should appear here.

To locate this Project click in the search bar highlighted on the left-hand side of the page and search for '**WCC - PH Primary Care Pharmacy Services DPS**'. You will need to click on the magnifying glass to complete the search.

Once you have completed your search the screenshot above is how your screen should then appear. You will need to click on '**View Details**' for the Project titled '**WCC - PH Primary Care Pharmacy Services DPS**' to proceed to the document set and your previous submission.

Primary Care Enhanced Services – Pharmacy



w.in-tendhost.co.uk/csw-jets/aspx/ProjectManage/4055

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The '**View Details**' screen will take you to the page as shown in the screenshot above. You will need to make sure that you have clicked on the '**DPS Primary Care Enhanced Services- Pharmacy**' tab.

As you scroll down the page you will see the below screenshots as the document set contains a large number of files.

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- If you continue to scroll down the page you will see the 'Tender Documents Received - Main' section which will show the documents that have been attached to the Project by the Council (as per the screenshot on the previous page)
- 2) The '**My Tender Return Main**' area is where the questionnaire will be located that you would have completed previously alongside any documentation (certificates, accreditations etc.) that you had previously attached (as per the screenshot above)
- 3) You will need to click on '**Modify Return**' in order to be able to update your response (as per the screenshot above).

Once you have clicked on '**Modify Return**', you will need to click on the tab titled '**DPS** - **Primary Care Enhanced Services - Pharmacy**'. Following this, you will need to scroll down the page to access '**My Tender Return - Main**' which will contain documents previously provided alongside the questionnaire which was initially completed when submitting an application.

For some practices, this might have been completed when this Project was first established therefore some of the details within may be out of date. To update these you will need to click on '**View Questionnaire**'.



Once you have opened the questionnaire, it will open a new window. Please scroll through the questionnaire and update any information if applicable.

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Control Panel WCC - Primary Care Enhanced Services DPS - Pharmacies v3 Save Answers All applicants for the Warwickshire Public Health Enhanced Primary Care Services should complete the questionnaire. Save Answers and Close To save your answers, click the "Save Answers" button on the left hand menu panel. Close The Dynamic Purchasing System (DPS) is a database of approved providers for certain of Warwickshire County Council's public health services covering the period from 01 November 2016 to 31 October 2023.	https://www.in-tendho:	t.co.uk/csw-jets/aspx/Questionnaire.aspx?&WebReturnItemID=134654&StageID=4053&LotID=-1			Q
8 answered 0 mandatory unanswered Unanswered Stage 1. Application Stage - all providers which meet the selection criteria and are not excluded can apply to be admitted to the DPS. There is no limit on the number of providers that may apply to join the DPS. Froviders can apply to point during its lifetime. To complete the Approval Stage the authority will review the provider's response and if it meets the reasonable requirements of the authority. Froviders are ported to the DPS. Froviders are ported to the time. To complete the Approval Stage the authority will review the provider's response and if it meets the reasonable requirements of the authority. Froviders are ported to the DPS apply apply to ported the relevant details. A contract shall not be considered binding until the Approval Notification will be issued (by email or through complete the Approval Notification, which will then direct the provider as to next steps. Go To Question 1) Smoking Cessation 2) Smoking Cessation	Control Panel Control Panel Save Answers Save Answers and Close Close 13 in total 8 answered 0 mandatory unanswered Unanswered Mandatory Question Go To Question Go Go	t.co.uk/csw-jets/aspx/Questionnaire.aspx?&WebReturnItemID=134654&StageID=4053&LotID=-1 WCC - Primary Care Enhanced Services DPS - Pharmacies v3 Al applicants for the Warwickshire Public Health Enhanced Primary Care Services should complete the questionnaire. To save your answers, click the "Save Answers" button on the left hand menu panel. Please note: yellow denotes mandalory question The Dynamic Purchasing System (DPS) is a database of approved providers for certain of Warwickshire County Council's public health services covering the period from 01 November 2023. Stage 1. Application Stage - all providers which meet the selection criteria and are not excluded can apply to be admitted to the DPS. There is no limit on the number of providers that in DPS. Providers can apply to join the DPS at any point during its lifetime. To complete the Application Stage a provider must submit a compliant answer to each question in the question attached terms and conditions of contract (which includes the service specifications). Stage 2. Approval Stage - the authority approves applications of provider's response and if it meets the reasonable requirements of the authority, then an Approval Notification will be issued (CSW-JETS) by the authority which will conting the set or the contract and any other relevant details. A contract shall not be considered binding until the Approval Notification has authority. If the authority cannot issue an Approval Notification then it will issue a Non-Compliance Notification, which will then direct the provider as to next steps. The Everyces: 1) Smoking Cessation 2) Emergency Hormonal Contraception 3) Emergency Hormonal Contracepti	1016 to 31 sy apply to 31 aire and a sy email o been issi	October o join the accept the through ued by the	
The Smoking Cessation Programme aims to: a) Reduce the premature mortality from smoking, 700 deaths per year in Warwickshire b) Reduce infant mortality following smoking in pregnancy (1 in 6 babies exposed to smoke whilst in the womb) and their exposure to smoking within the home c) Stop children and young people from take up smoking (4500 begin smoking each year) d) Reduce the cost of ill health from smoking (Smoking more than doubles the risk of developing Age-related Macular Degeneration which is the most common cause of vision loss in people aged over 50. Emergency Hormonal Contraception This agreement applies when supplying EHC (levonorgestrel) as the licensed preparation (Levonelle® 1500), in an attempt to prevent an unintended pregnancy for a client presenting within 72 hours of unprotected intercourse. Levonelle® 1500 can be used at any time during the menstrual cycle unless menstrual bleeding is overdue in which case pregnancy must be ruled out. With the addition of Ulipristal Accetate Ella-One in October 2014 Chlamydia Screening and Treatment The same of the context on the c		The Smoking Cessation Programme aims to: a) Reduce the premature mortality from smoking, 700 deaths per year in Warwickshire b) Reduce infant mortality following smoking in pregnancy (1 in 6 babies exposed to smoke whilst in the womb) and their exposure to smoking within the home c) Stop children and young people from take up smoking (1600 begin smoking each year) d) Reduce the cost of ill health from smoking (Smoking more than doubles the risk of developing Age-related Macular Degeneration which is the most common cause of vision loss in p Emergency Hormonal Contraception This agreement applies when supplying EHC (levonorgestrel) as the licensed preparation (Levonelle® 1500), in an attempt to prevent an unintended pregnancy for a client presenting w unprotected intercourse. Levonelle® 1500 can be used at any time during the menstrual cycle unless menstrual bleeding is overdue in which case pregnancy must be ruled out. With the addition of Ulipristal Accetate Ella-One in October 2014 Chlamydia Screening and Treatment The since of this eventee on the	eople aged thin 72 ho	d over 50. urs of	·

Primary Care Enhanced Services – Pharmacy



J Questionnaire - Gougle Chr	ome				
https://www.in-tendlog	st.co.uk/csw-jets/aspx/Question	naire.aspx?&WebReturnItemID=134	654&StageID=4053&LotID=-1		
Control Panel	2. Please provide the contact detail	Is for the person in your pharmacy who is re	sponsible for financial matters. Corporate pharmacie	es may detail the Area Manager's contact details.	
Save Answers	Name:	Position:	Telephone Number:	email address:	
Save Answers and Close					
Save Aliswers and Close	3. Service Provision:	www.ish/sci.gualified.to.provide			
Close	Smoking Constition	ou wisinarci qualineu to provide			
13 in total	Smoking Cessation				
9 answered	Emergency Hormonal Contraception	ion			
0 mandatory unanswered	Chlamydia Screening and Treatme Drug and Alcohol Service - Needle	ent e Exchange			
Inanswered Mandatory Questions	Drug and Alcohol Service - Superv	vised Consumption			
7	Preventing a first fall				
Go To Mandatory Question	4. Please confirm that individual ph	harmacist(s) have the relevant accreditation	for the service(s) you wish/are qualified to provide a	nd have returned hard copies to the Commissioner.	
0- T- 0	a) Smoking Cessation - Working wit	ith Smokers One-to-One' two day accredited	training		
Go to Question	 b) Working with pregnant smokers c) Emergency Hormonal Contracep 	one day specialist training ption – Up to date CPPE Declaration of Com	etence		
	d) Chlamydia Screening and Treatm	ment - Up to date CPPE Declaration of Comp	etence		
Go	• Yes				
	0 No				
	5. Please provide for each individua	al delivering the services the relevant start a	nd finish dates for their accreditation.		
	6 Caparal Pharmacautical Council	Degistration			
	Successful Applicants must be able	to this question.			
	Is your pharmacy registered with th	he General Pharmaceutical Council?			
	• Yes				
	7. Please provide your General Pha	armaceutical Council Registration Number:			
	12345				
	8. Enhanced DBS:				
		men per tate companie at the association and			
		Note: You can make one or more returns or	this stage. Your last return will supersede any previous returns.		

This includes question 3 which captures which services you are now providing as per the screenshot above. If you start to provide an additional service you will need to update your questionnaire, highlighting the new services you have started to provide within question 3.

Upon finishing the questionnaire, you will need to click on '**Save Answers and Close**' on the top left hand side of the screen.



To add any additional documents such as; training certificates, letters of competencies, updated service specifications, or contract variations please click on 'Attach documents'.

This will open a new dialog box in which you can choose the files from your computer and upload to the CSW-Jets portal.

It is helpful to ensure that your file name for the document you are uploading reflects what the document is and the date which it applies to.

An example filename could be 'HMasters.SmokingCessationTrainingCertificate.April18.doc'.

Dharmany SSS Specification 2019 10 (1) and	OOD Valid uptil 21st March 2010		
Pharmacy 555 Specification 2018-19 (1).pdf	GGD - Valid until 5 Ist March 2019	View Download	
01 PGD - Varenicline.pdf	OOD- Valid until March 2017	View Download	
01 Pharmacy Smoking Cessation Specification FIN/ 2015-18 (1) .pdf	AL OOD- Valid until March 2018	View Download	
03 PGD - Azithromycin.pdf	OOD- Valid until October 2018	View Download	
03 PGD - Doxycycline.pdf	OOD- Valid until October 2018	View Download	
Pharmacy SSS Spec.pdf	OOD- Valid until March 2018	View Download	
contract variation to the service spec.pdf	OOD- Valid until March 2018	View Download	
My Tender Return - Main	Description	Options	
WCC - Primary Care Enhanced Services DPS - Phan v3 Select documents yo	macies Completed	View Questionnaire	
WCC - Primary Care Enhanced Services DPS - Phan v3 Select documents yo	macies Completed ou wish to add to tha rdhy Tender Return section abov MOTE : Large files can take some time <u>Attach Documents</u>	View Questionnaire	
WCC - Primary Care Enhanced Services DPS - Phan v3 Select documents yo	macies Completed ou wish to add to th e My Tender Return section abov MOTE : Large files can take some time <u>Attach Documents</u>	View Questionnaire using the Attach Documents button below. to uppad. N file chosen	
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WCC - Primary Care Enhanced Services DPS - Phan v3 Select documents yo Submit My Return When you have comp Note: You can ser ID: 1557399165563 User: Harriet Masters	macies Completed ou wish to add to th e my Tender Return section abov inOTE : Large files can take some time Attach Documents eleted all the above steps and are ready to submit you make one or more returns on this stage. Your last ret Submit Return Copyright © 2019 In-Tend Limited,	View Questionnaire Lusing the Attach Documents button below. to uppad. N file chosen r tender return, click the Submit Return button. urn will supersede any previous returns. All Rights Reserved. Version: 03.10.2 Date: 3001/	28.10 2019





The screenshot above now shows that further documents have been added within the '**My Tender Return - Main**' area of the page.

IMPORTANT: To submit your updated response, click on the **red** button '**Submit Return**' as shown in the screenshot above. Upon which a new dialog box will open with a receipt and the option to print will appear.



Additional Information:

It is pivotal that the account which you have used to submit a response is kept updated as the system uses the email addresses on the account as the recipient(s) for any Correspondence which is issued by the Council. Correspondence issued may include, but is not limited to, payment information, changes to Contract specifications or National guidance/legislation.

If the person who had access to the account previously has not handed over these details then you will need to contact Thomas Richman on 01926 414980 who will be able to assist you.

If you are the main account holder and need to transfer this responsibility then you will need to follow the instructions below:



You will need to be logged-in to the account you wish to amend the details for.

Please go to '**Company Details**' on the main navigation bar, followed by '**Contact Details**' as shown in the screenshot below.



ound E-tendening	System		Borough Council
Home Supplier Guidance M	essages Tenders Events (Contracts Company Details	Help Logout
ompany Details			
Details Documents Rusiness Cate	contact Details		
Contact :	New Contact	2	
Title :			
First Name :			
Surname :			
Telephone :			
Fax :			
e-Mail :			
Confirm Email :	1		
Mobile :			
lob Title :			
Department -			
Offere .			
Description of the second seco			
Password :			
Confirm Password :			
Send a copy of all e-Mails to this user			
Don't send contract correspondence			
			Sure Control
			Save Contact

As shown in the screenshot above a blank form is provided for you to add the additional users. Please note that for each user that you wish to add, you will have to complete a separate form as it is one per user. Once you have filled in these details you will need to click on '**Save Contact**' on the bottom right hand side of the screen.

Sint Estender		
Home Supplier Guidance	Messages Tenders Events Contracts Company Details Help Logout	
mpany Details	ss Categories Contact Datalia	
Claris Concernes Concernes	a caregoria.	
Contact :	Thomas Richman 🔹	
Title :		
First Name :	Thomas	
Surname :	Richman	
Telephone :	01789 299348	
Fax:		
e-Mail :	thomasrichman@warwickshire.gov.uk	
Confirm Email :	thomasrichman@warwickshire.gov.uk	
Mobile :		
Job Title :		
Department :		
Office :		
Password :		
Confirm Password :		
Send a copy of all e-Mails to this	user 🗹	
Don't send project corresponder	ce 🔲	
Don't send contract corresponde	nce	
	_	and the second second



If you wish to remove a user or amend their details you will need to click on the '**Contact**' drop down box at the top of the form and select the user that you wish to amend.

To update details once you have selected the user that you wish to amend, simply delete or enter data as appropriate and complete the process by clicking on '**Save Contact**'.

Alternatively if you wish to delete a user (for example, if a staff member has left or changed roles) please click on the '**Remove Contact**' on the left hand side.

ventry Solihu int E-Tendering	II Warwickshire 9 System	North Warwickshin Borough Council
Home Supplier Guidance	Messages 🔷 Tenders 🔷 Events Contracts 🛩 Company Details	Help Logout
oany Details		
ils Documents Business Ca	tegories Contact Details	
ddress Company Banking	Insurance Other Accreditation Categories Summary	
Company Name :	Tom Richman's Dummy Supplier	
Other Name :		
Address Line 1 :	Shire Hall	
Address Line 2 :	Market Place	
Town/City :	Warwick	
County/State :	Warwickshire	
Postcode/Zip :	CV34 4RL	
Country :	United Kingdom 🔹	
Organisation Structure :	Please select an item 🔻	
Telephone :	01926 414980	
Fax :		
Website :		
Company e-Mail :		
Publish e-Mail :	thomasrichman@warwickshire.gov.uk	
Enquiries e-Mail :		
Health and Safety e-Mail		
ricular and survey e main		

Whilst you are changing user details, please ensure that the main contact details are correct remembering to click on the '**Save Details**' button on the bottom of each page.

As one of our suppliers, we need to make sure you receive our email notifications. To ensure our emails reach your inbox please add our email domain@in-tendorganiser.co.uk to your safe senders and check your spam filter settings.