

Proforma	<ul style="list-style-type: none"> - No incomplete proforma should ever be submitted to DHSC.
IPPV Ventilators	<ul style="list-style-type: none"> - Reject anything other than IPPV ventilators - Look at documentation for words IPPV - Look at photo if documentation not clear (should be a large technical machine)
Delivery Times	<ul style="list-style-type: none"> - Reject anything that cannot be delivered in April. - Go back to Post for expedited timeframes.
Price	<ul style="list-style-type: none"> - Request more info on anything that costs less than £20,000 unless there is good reason - Ask post to justify cheaper than market prices
Urgent deadlines	<ul style="list-style-type: none"> - Unless from a credible source e.g. Beijing do not forward just because of supplier urgent deadline. If considering forwarding, consult team leader or deputy. - Handle at the routine calls throughout the day
Company legitimacy	<ul style="list-style-type: none"> - Be cautious of new market entrants claiming to have stock piles. - Go back to post for evidence - Only once you are satisfied consider forwarding (and all other data is supplied)
Numbers	<ul style="list-style-type: none"> - Be highly cautious of suppliers offering 1,000s unless known supplier we have bought similar numbers from previously. - Do not forward to DHSC - Go back to Post and request date stamped photo from supplier or similar evidence.
If in doubt	<ul style="list-style-type: none"> - Involve your team leader or deputy team leader