



Birmingham Quality

UK NEQAS
International Quality Expertise

BIRMINGHAM QUALITY

Birmingham Quality
PO Box 3909
Birmingham
B15 2UE

birminghamquality@uhb.nhs.uk
www.birminghamquality.org.uk

0121 414 7300
FAX 0121 414 1179

January 2018

N:\Reg18\Re-registration_2018_covering_letter.docx

Re-registration for Birmingham Quality, UK NEQAS Birmingham services

To simplify the Re-registration process for both you and for us, we have moved it on-line as much as we can.

We have published our pricelists on our website <https://results.ukneqas.org.uk> and we are now encouraging our Participant Laboratories to register their requirements with us on-line, right away. Please complete your requirements for each of the Laboratories that you are responsible for over the next few weeks. We will be downloading all Re-registration data on Sunday 18 February 2018 to allow us to produce a single batch of Formal Quotations by 1st March 2018.

We will be handling this re-registration process on-line. [via a Yellow button on the Results and Reports web service] Please do not send any money before we have raised our Formal Invoice.

All Hospital Trusts, and most other Laboratories, will not pay any invoice unless it contains a Purchase Order Number. All Hospital Trusts and most other Laboratories will not raise a Purchase Order Number without a Formal Quotation. I'm sure you are all familiar with this non-negotiable choreography.

Because we offer discount packages based on whether or not you are in our flagship UK NEQAS for Clinical Chemistry and whether or not the participation is 'full' or 'subsidiary', unfortunately we cannot give you a real-time price on-line for the 2018 – 2019 year. **We are however already working on this for the 2019 – 2020 subscriptions.** The Formal Quotation will collate on a single page all the 'full' and 'subsidiary' registrations and collate them into a single final amount.

We believe that the on-line form itself is intuitive to complete. There is a hardcopy print option which you can use to scribble on. Only the final downloaded version of your data will be used, so you can make changes any time until Sunday 18 February 2018.

This form is simply a Re-registration form. The subtleties of Scheme-specific demographic information and the like will be dealt with later (*eg different contacts for different schemes etc*). All we really need at the moment from you is confirmation of what you want to be registered for during 2018 – 2019 and that we have the correct details of who is going to pay!

Please note that 'subsidiary' Laboratories will not have Invoice Details in Section 3. Likewise, 'full' Laboratories whose bill is paid for by another Laboratory will not have Invoice Details in Section 3.

We will be raising invoices at the end of April 2018, so even if you have to wait until we are actually in the new financial year before you can raise a PO, there is still plenty time to get back to us.



Birmingham Quality provides primarily UK NEQAS services and is a UKAS accredited proficiency testing provider, No. 7860 – please see the schedule for full details of the accreditation status of our schemes.

Birmingham Quality is part of the University Hospitals NHS Foundation Trust

We are keen to keep this process as short as possible, so please complete the on-line forms as soon as you can.

If you need a 'brand new' UK NEQAS Laboratory number to cover an additional new instrument (eg 'Laboratory 12345E'), you will have to email us or put this request in the Comments Box. We can deal with this, but not through this online Re-registration route.

One thing we do need from you is the name and contact email of your Head of Department. (*This is in addition to the contact details of who we should contact in regard to queries regarding the details of the re-registrations themselves.*)

When you subsequently receive your Formal Quotation in March 2018 and when it comes to returning Purchase Order numbers to us, we are often at the behest of what different Trust Finance Departments provide. No two Trusts seem to do things in exactly the same way. We can accept scanned email attachments of the completed hardcopy of the Official Quotation we sent to you. We can accept scanned email attachments of your Finance Department's Official Order [which must contain the PO number and reference your UK NEQAS Laboratory number]. We can also accept a simple email as long as it quotes the PO number, the amount and cross-references your UK NEQAS Laboratory number.

We believe that that this on-line approach will be of value and will be appreciated by our Participants. We hope to make even more improvements going forward.

Our Timeline is as follows:

Monday 8 January 2018

Birmingham Quality opens on-line Re-registration of your requirements.

Sunday 18 February 2018

Birmingham Quality closes on-line Re-registration and imports your requirements.

Thursday 1 March 2018

Birmingham Quality produces Formal Quotations. If you have registered for a 'Main Lab' and 'Subsidiary Lab(s)' this Formal Quotation will be for all Laboratory numbers.

Sunday 22 April 2018

Birmingham Quality sends you a Formal Invoice which incorporates the Purchase Order Number you have already provided to us (*the Formal Invoice will be raised by University Hospitals Birmingham NHS Foundation Trust*). For UK participants we send the original to your Finance Department, but additionally send a copy to you, so that you can answer any queries that your Finance Department might have.

Once all of this Re-registration has taken place and we have sent you an Official Quotation, if by 27 May 2018 we haven't received your Purchase Order number, we regret that we will terminate your participation with us and you will not receive any further specimens from us. I'm sure with all of this advanced notice and with us producing the Formal Quotations based on what you yourself have determined what you need, this will be the smoothest payments process we have ever had.

We look forward to providing you with high quality EQA for another year.

Finlay MacKenzie, Director Birmingham Quality