

## **Memo to All Economic Operators**

### **Title: Process for items stored in the Smart Cabinets**

Date issued: 12<sup>th</sup> January, 2024

The Central Procurement and Supplies Unit informs all Contractors with the process to be followed in case of items that will be stored in smart cabinets within Health Entities.

Once the contract is awarded, the Contractor will supply the quantity of instrumentation / supplies - being implants, equipment or instrumentation in line with published conditions, to be delivered to the respective healthcare entity following an administrative order that is issued by the Smart Cabinet Operators obo CPSU.

On the delivery of these items, the Smart Cabinet operators will check the items against a Delivery Note. The description on the Delivery Note shall include the Description of the Item, the SCode and Product Code Number, the Lot or Batch Number, the Expiry Date, and the Quantity being delivered.

The Delivery Note will be signed and certified correct by the Smart Cabinet operators, with a copy to be retained by the Smart Cabinet operators, and the original document to be retained by the contractor. This document must be attached with the invoice when referring to CPSU Accounts Section San Gwann Offices, for payment on a monthly basis.

The Contractors will receive a notification from the Smart Cabinet Operators for subsequent top-ups / re-ordering.

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