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Foundation Trust Office: 01325 74 3625
Corporate Records Office: 01325 74 3700

Request for Information Reference: 07.22.31

FOI Direct line: 01325 743700
Email: cdda-tr.cddftfoi@nhs.net

Email only

26th July 2022

Dear

Freedom of Information Act 2000 – Request for Information

Thank you for submitting a request for information which we received on 13th July 2022 in relation to County Durham and Darlington NHS Foundation Trust (the Trust). Your request has been processed under the provisions of the Freedom of Information Act 2000 and I am now able to provide you with a response.

Your request was in relation to ASP and I am providing the following information in response to your specific questions:

1. Do most of your suppliers use paper or electronic forms to get information about you as new customers?

The Trust uses an electronic word document to set up all new suppliers

2. What is your preference: Paper or electronic forms? Can you tell me more about why you prefer this?

Electronic – A form is emailed to the supplier to complete. Once returned the form is emailed to various internal departments for creation in our systems.

3. What would you like to see improved about the vendor process? Are there any specific needs for your facility/region?

It would be useful to have all supplier information in one central location and in the same format to allow integration into our systems.

In line with the Information Commissioner's directive on the disclosure of information under the Freedom of Information Act 2000 your request will form part of our

disclosure log on the Trust's website. However please be assured that we anonymise all responses prior to adding them to the disclosure log.

I hope that this response has provided you with the information you had requested. If you have any queries or wish to discuss the information supplied, please do not hesitate to contact me by telephone or in writing. If however, you are dissatisfied with the way in which your request has been handled and would like an internal review, you will need to contact me in writing at the above address or via cdda-tr.cddftfoi@nhs.

If you remain dissatisfied with our response following an internal review you have the right to appeal to The Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. More information is available on their website; www.ico.gov.uk.

Yours sincerely

Corporate Records and Freedom of Information Facilitator