


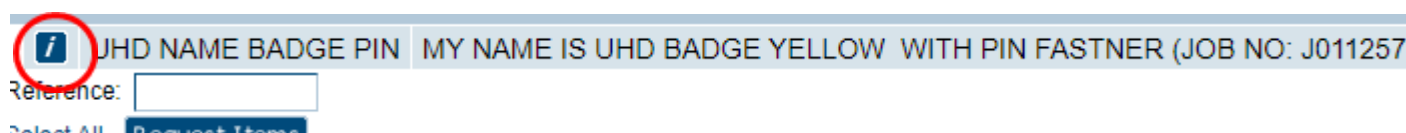
Log into Powergate and navigate to the 'NAME BADGES' shopping list



Select the quantity required and add to cart

Price ^{Ex. VAT}	Qty
£2.80	<input type="text"/> 

Then go to your shopping cart and click on the 'I' button on the left of the line



In the notes section you will need to put all the names that you want printed on the badges (including job titles if required).



Please note, spelling mistakes may also be printed.

Then submit as normal.

If there is a long list of names, a spreadsheet containing the names can be sent to the departments procurement contact but the Powergate request will also need to be raised – in the notes section, a note can be left to say who the spreadsheet was emailed to.

Purchasing contacts -
Care Group A and B – David Lockey
Care Group C – Rukia Islam
Corporate Care Group – Natalie Ball