



## JAG Subscription – ‘How to guide’

Log into your JAG account and access your assessment dashboard in the ‘My tasks’ dropdown menu.



### Assessment Dashboard

Assessments

Annual review

My services

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Subscription

Templates and support

Click on the ‘Subscription’ tab and you will then be presented with the subscription page.

RCP Test Service (RCP Test Organisation)

### Invoicing information

Please provide the address of your finance or accounts department. This may be details for NHS SBS if applicable to your organisation.

Name of organisation to be invoiced

Finance department email

Billing address

Postcode

Save

This page will display your invoicing information, the sites that you pay your subscription for, and it will display the purchase orders that you have uploaded.

To change any of the invoicing information, you need to click into the box that you wish to change, make the changes and then click the green save

Site	Site type	ODS	Fee (exc VAT)
RCP Test Site	Non-acute / small	RCP01	£3,000.00

For more information on how fees are calculated (for UK and ROI services), please click [here](#). For services in the Republic of Ireland, you can access the VAT exemption certificate [here](#).

## Purchase orders

The JAG subscription cycle runs from 1 April to 31 March each year.

Please upload a purchase order for each site, (or one per linked service), before 1 April. Invoices will be available to download in April, after your purchase order has been received.

Below the invoicing information section, you will also see information about what site or services are currently registered under your JAG subscription and you will see the price for continuing these subscriptions excluding VAT.

No purchase orders have been uploaded

For more information visit our [annual subscription page](#).

If you encounter any issues with uploading your PO please [get in touch](#).

Upload PO

To upload a purchase order, you will need to click on the green 'upload PO' button at the bottom of the screen.

Upload purchase order

Purchase order number:

Upload file:

Upload

Close

You will then be presented with a window, where you will be able to choose which site you can upload a PO for, you will be asked to enter the PO number and upload the PDF file containing this information.

By clicking 'Browse' you will be able to upload this information. Once this is complete, click the green 'upload' button. You will then be able to see a record of this under the 'Purchase orders' header. You will see the date of upload, who it was uploaded by and the status of the purchase order.



For more information visit our [annual subscription](#) page.  
If you encounter any issues with uploading your PO please [get in touch](#).

You can also access more information about your annual subscription and a link to get in touch with us should you encounter any issues.