



Janine Gill <viamed.janine.gill@gmail.com>

Fwd: Purchase Order PO14626

Alex Martin <alex.martin@ninegrp.com>

20 April 2023 at 14:43

To: Janine Gill <office@viamed.co.uk>, Ellie Staddon <ellie.staddon@ninegrp.com>

Hi Janine,

Wow that was a quick turn around!

Yes of course, we will collect on our own vehicle it will be a bright green NINE GROUP van. Reg – BG21 UNU

Driver name – Ian

Hope this helps, as per my previous email we will look to collect wed/thurs but il drop you an email the day before collection to confirm.

Thanks again.

Kind Regards,

**Alex Martin****Logistics Manager**

01726 256012

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From: Main Account <viamedinbox@gmail.com> **On Behalf Of** Janine Gill**Sent:** Thursday, April 20, 2023 2:31 PM**To:** Alex Martin <alex.martin@ninegrp.com>; Ellie Staddon <ellie.staddon@ninegrp.com>**Subject:** Re: Purchase Order PO14626

Hi Alex,

The warehouse has been in touch the orders are nearly ready but they are asking for the name of the courier service you will be using.

I do know your company has its own service but please could you inform of the name of it.

Please see weight and dimensions below if needed:

36 x 36 x 36 cm - 4kg.

I will await your reply as we need this info for the order to be completely processed.

Kind regards

Janine Gill
Office Administrator
Viamed Ltd.

<http://www.viamed.co.uk>

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On Wed, 19 Apr 2023 at 15:58, Alex Martin <alex.martin@ninegrp.com> wrote:

Hi Janine,

That's great thanks very much for your assistance.

Kind Regards,

**Alex Martin****Logistics Manager**

01726 256012

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From: Main Account <viamedinbox@gmail.com> **On Behalf Of** Janine Gill
Sent: Wednesday, April 19, 2023 3:51 PM
To: Alex Martin <alex.martin@ninegrp.com>
Cc: Ellie Staddon <ellie.staddon@ninegrp.com>; sophie.lines@viamed.co.uk
Subject: Re: Purchase Order PO14626

Hello Alex,

Thank you for the reply.

I have processed to orders and they are now with the warehouse.

The order will be ready next week.

Please feel free to contact us if you need any other info.

Kind regards

Janine Gill
Office Administrator
Viamed Ltd.

<http://www.viamed.co.uk>Email: janine.gill@viamed.co.uk

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On Wed, 19 Apr 2023 at 15:37, Alex Martin <alex.martin@ninegrp.com> wrote:

Hi Janine,

Thanks for getting back to me.

We will be collecting on our own vehicle with a view to grabbing both orders providing they are ready for collection.

I have a driver in the area Wednesday/Thursday next week if your able to have both ready for then?

Please advise, thanks in advance.

Kind Regards,



Alex Martin

Logistics Manager

01726 256012



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From: Main Account <viamedinbox@gmail.com> **On Behalf Of** Janine Gill

Sent: Wednesday, April 19, 2023 1:57 PM

To: Alex Martin <alex.martin@ninegrp.com>

Subject: Re: Purchase Order PO14626

Hello Alex,

Thank you for your email.

Please be aware we have two orders for you :

PO14626 and PO14630.

Are you collecting via a service or in person?

Are both orders going to be collected?

I just need this info to be able to work out when they will be ready for collection.

The address is correct.

Kind regards

Janine Gill

Office Administrator

Viamed Ltd.

<http://www.viamed.co.uk>

Email: janine.gill@viamed.co.uk

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On Wed, 19 Apr 2023 at 12:37, Main Account <office@viamed.co.uk> wrote:

----- Forwarded message -----

From: **Alex Martin** <alex.martin@ninegrp.com>

Date: Wed, 19 Apr 2023 at 12:22

Subject: RE: Purchase Order PO14626

To: sophie.lines@viamed.co.uk <sophie.lines@viamed.co.uk>

Hi Sophie,

I trust you are well.

We would be more than happy to collect the stock once ready, can I just double check the collection address is as follows-

Viamed Ltd
15 Station Road
Cross Hills
Keighley
West Yorkshire
BD20 7DT
United Kingdom

Look forward to hearing from you.

Kind Regards,



Alex Martin

Logistics Manager

01726 256012



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From: Karl Glazebrook <karl@ninegrp.com>

Sent: Wednesday, April 19, 2023 11:00 AM

To: Alex Martin <alex.martin@ninegrp.com>

Subject: FW: Purchase Order PO14626

Hi Alex,

Please could I leave this with you?

Many thanks

Kind Regards,



Karl Glazebrook

Director

01726256010



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Pillars are the support that holds up any building, but they are also the support...

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From: Main Account <viamedinbox@gmail.com> **On Behalf Of** Kate Griffiths
Sent: Wednesday, April 19, 2023 10:54 AM
To: Procurement - 9Grp <procurement@ninegrp.com>; Karl Glazebrook <karl@ninegrp.com>
Cc: Sophie Lines <sophie.lines@viamed.co.uk>
Subject: Re: Purchase Order PO14626

Good morning Karl,

Thank you for your reply. I have noted on your account that you do not require insurance for these or future orders.

You mention that you may want to collect? You can of course do this. Please let me know and I will amend your orders accordingly.

I await your reply.

Kind regards

Kate Griffiths

Viamed is now enacting hybrid working to allow sales and admin staff to work remotely and in the office. Telephone calls to the main office will be answered, but please continue to use email where possible.

<http://www.viamed.co.uk>

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On Tue, 18 Apr 2023 at 16:37, Main Account <office@viamed.co.uk> wrote:

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From: **Procurement - 9Grp** <procurement@ninegrp.com>

Date: Tue, 18 Apr 2023 at 16:24

Subject: RE: Purchase Order PO14626

To: sophie.lines@viamed.co.uk <sophie.lines@viamed.co.uk>, Procurement - 9Grp <procurement@ninegrp.com>

Hi Sophie

Many thanks

Please see attached.

We can always organise collection from you if that's easier.

Many thanks

Kind Regards,



Karl Glazebrook

Director

01726256010



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From: Main Account <viamedinbox@gmail.com> **On Behalf Of** Sophie Lines
Sent: Tuesday, April 18, 2023 1:38 PM
To: Procurement - 9Grp <procurement@ninegrp.com>
Subject: Re: Purchase Order PO14626

Dear Procurement,

Thank you for your order. We have recently updated our insurance policy and procedure. Viamed's product prices are supplied as EXW (Ex-Works) Incoterms 2020. We now offer optional shipping insurance to distributors placing orders. Viamed's standard shipping service is via UPS' standard CPT (Carriage Paid To) delivery Incoterms 2020. This means that the shipment is not covered by insurance for loss or damage once it leaves Viamed's premises over the shipment value of £60.

As part of our distributor review we are now required to have written confirmation whether the goods will be covered by your own insurance or if you wish for insurance to be added to your orders. Upgrading your deliveries to CIP (Carriage and Insurance Paid) by adding an additional insurance premium at 1% of total goods value (ex-vat, minimum charge of £10.00) means that any loss or damage during transit would be covered.

Please complete the attached existing distributor review form and return to us. In the meantime, please can you let me know if you require insurance of £10.00 plus VAT adding to this order, or if this is not something you require? If so, would that be the case for all future orders?

Kind regards

Sophie Lines

Please note: My working days are Monday, Tuesday and Friday

Viamed is now enacting hybrid working to allow sales and admin staff to work remotely and in the office. Telephone calls to the main office will be answered, but please continue to use email where possible.

<http://www.viamed.co.uk>

Email sophie.lines@viamed.co.uk

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On Tue, Apr 18, 2023 at 11:19 AM Main Account <office@viamed.co.uk> wrote:

----- Forwarded message -----

From: Nine Group International - Procurement <procurement@ninegrp.com>

Date: Tue, 18 Apr 2023 at 11:14

Subject: Purchase Order PO14626

To: <orders@viamed.co.uk>

Purchase Order PO14626



01726 813979



sales@ninegrp.com



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Dear Supplier,

Attached is a purchase order for your attention. Ref: **PO14626**

Please can we request delivery on or before the : **20/4/2023**

Special Notification

:

Please advise asap any items that are not available for immediate dispatch.

For items that have an expiry date, please ensure that all items have a minimum 12 months shelf life available. Any items with less than 12 months will be rejected by QC upon delivery.

NOTE Ref DPD

We are currently experiencing significant delivery issues with DPD. If you use DPD please could you consider delivering our order via an alternative courier network, or please advise us and we will arrange to collect instead.

If there is any difficulty with meeting this delivery date or incorrect pricing, please advise us by emailing procurement@ninegrp.com without delay.

Please send invoices and statements to: accounts-payable@ninegrp.com

Yours sincerely,

Procurement Team

Office: 01726 813979 | Email: procurement@ninegrp.com

Nine Group International

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