



Yeovil District Hospital **NHS**

NHS Foundation Trust

Yeovil District Hospital
Higher Kingston
Yeovil
Somerset
BA21 4AT

September 2014

To All Suppliers

To Whom It May Concern

SUPPLY OF GOODS/SERVICES – YEOVIL DISTRICT HOSPITAL

Purchase Orders

I am sure you will appreciate our need to ensure there are strong and effective controls which ensure we use our monies appropriately and wisely. We are currently taking steps to improve our financial controls and I am therefore writing to confirm that with immediate effect, Yeovil District Hospital NHS Foundation Trust will no longer pay invoices without a valid purchase order number; valid purchase order numbers begin with either '000xxxxx', '00009xxxx' or 'FMxxxxx'. This covers orders raised by Yeovil District Hospital Pharmacy, Procurement and Facilities Management Departments.

Any future invoices received without a valid / correct purchase order number quoted will be returned to you without payment. Similarly, any invoices with 'extra to order' items will also be returned to you without payment.

Electronic Invoicing

In order to assist suppliers, improve efficiencies and speed up processes, all invoices should now be sent electronically to Yeovil District Hospital NHS Foundation Trust using the following email address: payments@ydh.nhs.uk

On the rare occasion where an invoice is unable to be emailed, they should be addressed to:

Payments Department
Level 1
Finance Department
Yeovil District Hospital
Higher Kingston
Yeovil
Somerset
BA21 4AT

Please forward this letter onto anyone within your organisation who needs to be notified. Equally, if this letter is inadvertently received by a pharmaceutical supplier who receives orders direct from our Pharmacy Department, please ignore.

If you have any questions regarding the content of this letter, please contact either Emma Worthy (Procurement) 01935 383032, or Joanne Miller (Finance) on 01935 383019.

Yours faithfully

A handwritten signature in black ink that reads "Tim Newman". The script is cursive and fluid, with a small horizontal line at the end of the name.

Tim Newman
Chief Finance and Commercial Officer