



Kate Griffiths <viamed.kate.griffiths@gmail.com>

Re: Purchase Order 4618362 - Rosie

1 message

Kate Griffiths <kate.griffiths@viamed.co.uk>
To: financeqmc@nottingham.ac.uk
Bcc: Main Account <viamedinbox@gmail.com>

7 March 2024 at 16:58

Hi again Rosie,

Your account is now on 30 days credit terms. I will put your order on hold for now until you are able to emails us with a VAT exemption certificate.

Many thanks.

Kind regards

Kate Griffiths

<http://www.viamed.co.uk>
Email kate.griffiths@viamed.co.uk
Tel: +44 (0)1535 634542
Fax: +44 (0)1535 635582

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On Thu, 7 Mar 2024 at 16:28, Main Account <viamedinbox@gmail.com> wrote:

----- Forwarded message -----
From: **Bb-Fm-Financeqmc** <financeqmc@nottingham.ac.uk>
Date: Thu, 7 Mar 2024 at 16:04
Subject: RE: Purchase Order 4618362 - Rosie
To: Sophie Lines <sophie.lines@viamed.co.uk>

Good afternoon Sophie,

I am liaising with our tax team to get a VAT exemption certificate for you.

The University's usual payment policy is via invoice after delivery of the goods – is this possible?

Best wishes,

Rosie Hosker

Senior Finance Assistant

Financial Management

Faculty of Medicine and Health Sciences

Rosie.Hosker@nottingham.ac.uk

Financial Management, Transactional Team Senior Finance Assistants:

Susan Price / Amanda Bastable (Arts & Social Sciences)

Ben Davis / Chloe Bacon (Veterinary Medicine & BioSciences)

Rosie Hosker / Stephen Dickinson (Medicine & Health Sciences)

Paige Straw / Laura Hansell (Engineering)

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From: Sophie Lines <sophie.lines@viamed.co.uk>
Sent: Thursday, March 7, 2024 3:58 PM
To: BB-FM-FinanceQMC <BB-FM-FinanceQMC@exmail.nottingham.ac.uk>
Subject: Fwd: Purchase Order 4618362 - Rosie

You don't often get email from sophie.lines@viamed.co.uk. [Learn why this is important](#)

Hi Rosie,

Thank you for your order 4618362. Please find attached your Proforma Invoice - please can you check I have all the details (addresses etc) correct, and advise if any changes need to be made?

If possible, do you have a signed VAT exemption certificate for our records?

Payment can be made via bank transfer using the details on the Proforma, or alternatively I can send you a link to pay via card using Square.

If you require any further information please let me know.

Kind regards

Sophie Lines

Please note: My working days are Tuesday, Wednesday and Thursday

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On Wed, Mar 6, 2024 at 3:13 PM Main Account <viamedinbox@gmail.com> wrote:

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

From: **Bb-Fm-Financeqmc** <financeqmc@nottingham.ac.uk>
Date: Wed, 6 Mar 2024 at 15:11
Subject: Purchase Order 4618362 - Rosie
To: orders@viamed.co.uk <orders@viamed.co.uk>
Cc: Syed Taha <Syed.Taha@nottingham.ac.uk>

Good afternoon,

Please see attached Purchase Order 4618362 for goods we would like to order.

Please can you confirm receipt of this and that the order has been placed.

If you have any questions, please do not hesitate to contact me.

Kind regards,

Rosie Hosker

Senior Finance Assistant

Financial Management

Faculty of Medicine and Health Sciences

Rosie.Hosker@nottingham.ac.uk

Financial Management, Transactional Team Senior Finance Assistants:

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