



Kate Griffiths &lt;viamed.kate.griffiths@gmail.com&gt;

**Fw: Purchase Order No: MM158704- C193973**

1 message

**Mikolajczak Magdalena - Purchase to Pay Team Co Ordinator** <magdalena.mikolajcza@uhl-tr.nhs.uk>

24 October 2024 at 16:38

To: "kate.griffiths@viamed.co.uk" &lt;kate.griffiths@viamed.co.uk&gt;

Cc: Jamal Bilal - Senior Support Buyer &lt;Bilal.Jamal@uhl-tr.nhs.uk&gt;

Hi Kate,

Thank you for your email - I have just amended the PO to reflect the carriage charge and resent the order to yourselves.

We do have the carriage on our catalogue, but it must have been missed off on this occasion, apologies.

Kind regards,

#hello my name is...

**Magda Mikolajczak**

Purchase to Pay Team Co-Ordinator

Procurement &amp; Supplies Department

Telephone: 0116 502 7265 ext. 27265

Magdalena.mikolajcza@uhl-tr.nhs.uk

University Hospitals of Leicester NHS Trust | Finance &amp; Business Services

c/o Leicestershire County Council | County Hall | Room G60 | Glenfield | Leicester | LE3 8TB

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<https://health-family.force.com/s/Welcome>

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Achieving – making good, strong progress

**From:** Rennalls Katrina - Category Assistant <katrina.rennalls@uhl-tr.nhs.uk>**Sent:** 22 October 2024 13:24**To:** Jamal Bilal - Senior Support Buyer <Bilal.Jamal@uhl-tr.nhs.uk>; Kate Griffiths <kate.griffiths@viamed.co.uk>**Cc:** Mikolajczak Magdalena - Purchase to Pay Team Co Ordinator <magdalena.mikolajcza@uhl-tr.nhs.uk>**Subject:** Re: Purchase Order No: MM158704- C193973

Hi Bil, Magda,

Can you help please?

Thanks Kat

**Katrina Rennalls**

Category Assistant

Procurement & Supplies

**Teams:** 0116 502 7207 (Ext 27207) **Mobile:** 07753682543

University Hospitals of Leicester NHS Trust | Finance & Procurement Directorate | County Hall | Room G60 | Glenfield | Leicester | LE3 8TB

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**From:** Kate Griffiths <[kate.griffiths@viamed.co.uk](mailto:kate.griffiths@viamed.co.uk)>

**Sent:** 22 October 2024 13:00

**To:** UHL Supplies <[UHLSupplies@uhl-tr.nhs.uk](mailto:UHLSupplies@uhl-tr.nhs.uk)>; Procurement Mailbox <[procurement@uhl-tr.nhs.uk](mailto:procurement@uhl-tr.nhs.uk)>

**Subject:** Re: Purchase Order No: MM158704

Good afternoon,

Thank you for your order MM158704.

Please could I advise you that there is a carriage charge of £10 for this order? Please let me know if you would like me to proceed.

**If it helps, would you like us to add a memo to show a maximum charge of £12 is accepted for carriage on your orders?**

Kind regards

Kate Griffiths

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

Email [kate.griffiths@viamed.co.uk](mailto:kate.griffiths@viamed.co.uk)

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On Tue, 22 Oct 2024 at 13:00, Main Account <[viamedinbox@gmail.com](mailto:viamedinbox@gmail.com)> wrote:

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

From: <[procurement@uhl-tr.nhs.uk](mailto:procurement@uhl-tr.nhs.uk)>

Date: Tue, 22 Oct 2024 at 12:45

Subject: Purchase Order No: MM158704

To: <[orders@viamed.co.uk](mailto:orders@viamed.co.uk)>

Cc: <[UHLSupplies@uhl-tr.nhs.uk](mailto:UHLSupplies@uhl-tr.nhs.uk)>

Please find attached a Purchase Order for a total of GBP 199.08.

Any queries please contact us quoting your account number : 100437.

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