

## Posting Invoices



Once you have emailed the invoices following the instructions on **VM3COP20.061** you may have some left that you are unable to email; these will need posting.

In the top left corner you will see the Invoice address, if you have more than one invoice going to the same address these can be posted in the same envelope.

### Invoice Address

New Cross Hospital  
Creditor Payments Finance Dept  
Corporate Services Centre  
Wolverhampton Road  
Wolverhampton  
WV10 0QP

As you can see in the picture below, you need to fold on the vertical and both horizontal lines to make sure that the invoice fits in a DL window envelope.

		<b>VIAMED LIMITED</b> INVOICE			
<b>Invoice Address</b> New Cross Hospital Creditor Payments Finance Dept Corporate Services Centre Wolverhampton Road Wolverhampton WV10 0QP		<b>Delivery Address</b> WV New Cross Hospital Receipts & Distribution Centre Building 2 Wolverhampton Road Wolverhampton WV10 0QP		<b>Delivery No.</b> DEL83273 <b>Invoice No.</b> IN146698 <b>Delivery Date</b> 14/09/16 <b>Tax Point</b> 14/09/16 <b>Customer Ref.</b> 161229519 <b>Account</b> 00005430	
<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>EXTENDED</b>	<b>TAX</b>	
2	Multi-Finger Sensor - Adult Model: SF1016 Compatibility: CSI Cable length: 0.90 m S/N: EYF0048-49	63.25	126.50	1	
1	Delivery - Royal Mail 1st Class Recorded Tracking number: RCT9343465508				1
<b>Invoice Total</b>				<b>Goods Total</b>	127.50
				<b>VAT</b>	25.52
				<b>Invoice Total</b>	153.10
<small>VIAMED LIMITED, 2nd Floor, 101-102, 655423 Worcester registration number: W0500196220 Vat Registration number: GB 287 3895 93 Terms: Net 30 days from date of invoice. Claims: Please claim non-delivery within 7 days of invoice, shortages or damages within 3 days of receipt. Claims after these times cannot be entertained. Title to goods does not pass until payment in full. Credit transfers to: Barclays Bank PLC, High Street, Skipton, W Yorks. 15 Station Road, Cross Hills, Kingley</small>					

Once you have done all of the invoices these need to be taken to Goods Out and placed into the 2<sup>nd</sup> Class brown ducket to be franked as per **VM3COP20.48**.

**Note:** We do not send invoices to Export customers unless it has a credit/debit card receipt attached, this would be folded in the same way as the UK invoices.

These should be taken to the warehouse and placed in the Airmail brown ducket for franking.