



Main Account &lt;viamedinbox@gmail.com&gt;

**RE: Important NHS Purchase Order Documentation No: 237057235 (Req no 53252)**

1 message

**VALOUR, KrisDew (GUY'S AND ST THOMAS' NHS FOUNDATION TRUST)**16 February 2026 at  
10:44

&lt;krisdew.valour@nhs.net&gt;

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

Cc: "ESSENTIACOMMERCIALPROCUREMENT (GUY'S AND ST THOMAS' NHS FOUNDATION TRUST)"  
<gstt.essentiacommercialprocurement@nhs.net>, "MCGRATH, Fiona (BROMLEY HEALTHCARE)"  
<f.mcgrath2@nhs.net>

Hi Kate

Please proceed.

I have amended the PO with the £8 carriage charge.

Be grateful if you can please advise the expected delivery date.

Kind regards

Kris

**Kris dew Valour****Senior Category Assistant**

Mental Health and Community

Guy's and St Thomas' NHS Foundation Trust

Mobile: 07557 758326 (voicemail **not** monitored)[krisdew.valour@nhs.net](mailto:krisdew.valour@nhs.net)[gstt.essentiacommercialprocurement@nhs.net](mailto:gstt.essentiacommercialprocurement@nhs.net) (procurement team)**For Smart Together Users****\*\*Please note that from 19<sup>th</sup> January our new procurement helpdesk portal will be live so please contact us on the following:\*\***

- Log an enquiry online: [smarttogetherlondon.nhs.uk](https://smarttogetherlondon.nhs.uk)
- By Email: [helpdesk@smarttogetherlondon.nhs.uk](mailto:helpdesk@smarttogetherlondon.nhs.uk)
- By Phone: 020 7101 7004

<https://smarttogetherlondon.nhs.uk/>

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**From:** ESSENTIACOMMERCIALPROCUREMENT (GUY'S AND ST THOMAS' NHS FOUNDATION TRUST) <[gstt.essentiacommercialprocurement@nhs.net](mailto:gstt.essentiacommercialprocurement@nhs.net)>  
**Sent:** 13 February 2026 13:33  
**To:** MCGRATH, Fiona (BROMLEY HEALTHCARE) <[f.mcgrath2@nhs.net](mailto:f.mcgrath2@nhs.net)>  
**Cc:** VALOUR, KrisDew (GUY'S AND ST THOMAS' NHS FOUNDATION TRUST) <[krisdew.valour@nhs.net](mailto:krisdew.valour@nhs.net)>; [kate.griffiths@viamed.co.uk](mailto:kate.griffiths@viamed.co.uk)  
**Subject:** FW: Important NHS Purchase Order Documentation No: 237057235 (Req no 53252)

Hi Fiona

Please can you confirm you are happy with carriage cost? And reply to all.

Kind regards

**Lucy Holdaway**

Assistant Category Manager Estates & Facilities

Mobile:07557 758212

Procurement Helpdesk: 020 7188 85331 or Ext 85331

Guy's and St Thomas' NHS Foundation Trust

SmartTogether – Procurement & Supply Chain

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**From:** Kate Griffiths <[kate.griffiths@viamed.co.uk](mailto:kate.griffiths@viamed.co.uk)>  
**Sent:** 13 February 2026 08:43  
**To:** ESSENTIACOMMERCIALPROCUREMENT (GUY'S AND ST THOMAS' NHS FOUNDATION TRUST) <[gst.essentiacommercialprocurement@nhs.net](mailto:gst.essentiacommercialprocurement@nhs.net)>  
**Subject:** Fwd: Important NHS Purchase Order Documentation No: 237057235 (Req no 53252)

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Please could I email this to you in Kris's absence?

Many thanks.

Kind regards

Kate Griffiths

Office Administrator

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

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

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

Date: Fri, 13 Feb 2026 at 08:40

Subject: Re: Important NHS Purchase Order Documentation No: 237057235 (Req no 53252)

To: VALOUR, KrisDew (GUY'S AND ST THOMAS' NHS FOUNDATION TRUST)  
<[krisdew.valour@nhs.net](mailto:krisdew.valour@nhs.net)>

Cc: MCGRATH, Fiona (BROMLEY HEALTHCARE) <[f.mcgrath2@nhs.net](mailto:f.mcgrath2@nhs.net)>

Good morning,

Thank you for your PO 03003309450.

Please could I advise you that the carriage charge is £8. As carriage was quoted in my previous emails, can I assume that you are unable to mention carriage on your orders? If that is the case, I would make a note against your account to say carriage is accepted up to £12.

Is this acceptable to you?

Many thanks.

Kind regards

Kate Griffiths

Office Administrator

Viamed Ltd.

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

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

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On Thu, 12 Feb 2026 at 14:49, VALOUR, KrisDew (GUY'S AND ST THOMAS' NHS FOUNDATION TRUST) <[krisdew.valour@nhs.net](mailto:krisdew.valour@nhs.net)> wrote:

Hi,

Please see attached purchase order.

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

Note to supplier: To facilitate payment please ensure –

- A copy of the invoice is sent via Royal Mail to the invoicing address provided on the purchase order
- The full invoicing address as stated on the purchase order is also shown on your invoice
- Our PURCHASE ORDER NUMBER [and your invoice number](#) is stated on your invoice

**Alternatively, if you wish to submit your invoice electronically please contact SBS on 0303 123 1177 to enquire about being set up as a supplier to use Tradeshift.**

**<https://nhssbs.support.tradeshift.com/> or email: [sbs.apinvoicing@nhs.net](mailto:sbs.apinvoicing@nhs.net)**

**\*IMPORTANT: PLEASE DO NOT DUPLICATE ANY ORDER PREVIOUSLY RECEIVED\***

**Note: Please contact the buyer if you require pre-payment.**

**\*\*\*Internal to Bromley Healthcare CIC for purchasing of medical equipment\*\*\***

*If you are purchasing medical equipment that is **new** please arrange to have this asset tagged. If the medical equipment is a **replacement** please ensure the equipment database is updated.*

Many thanks

**Kris dew Valour**

**Senior Category Assistant**

Mental Health and Community

Guy's and St Thomas' NHS Foundation Trust

Mobile: 07557 758326 (voicemail **not** monitored)

[krisdew.valour@nhs.net](mailto:krisdew.valour@nhs.net)

[gstt.essentiacommercialprocurement@nhs.net](mailto:gstt.essentiacommercialprocurement@nhs.net) (procurement team)



Guy's and St Thomas'  
LGBT+ staff network

Multicultural Staff Network



Staff Disability  
Forum



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**\*\*Please note that from 19<sup>th</sup> January our new procurement helpdesk portal will be live so please contact us on the following:\*\***

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- **By Email: [helpdesk@smarttogetherlondon.nhs.uk](mailto:helpdesk@smarttogetherlondon.nhs.uk)**
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