



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

RE: Purchase order for payment now but delivery in Dec 2026

1 message

O'Faolain, Ruth <R.OFaolain@leedsbeckett.ac.uk>

24 July 2026 at 11:00

To: Kate Griffiths <kate.griffiths@viamed.co.uk>

Cc: Sophie Lines <sophie.lines@viamed.co.uk>, Kate Griffiths <kate.griffiths@vmsecure.me.uk>

Hi Kate,

No worries. Yes, please forward on and will send to finance department to finalise.

Thanks,

Ruth

From: Kate Griffiths <kate.griffiths@viamed.co.uk>**Sent:** Friday, 24 July 2026 09:48**To:** O'Faolain, Ruth <R.OFaolain@leedsbeckett.ac.uk>**Cc:** Sophie Lines <sophie.lines@viamed.co.uk>; Kate Griffiths <kate.griffiths@vmsecure.me.uk>**Subject:** Re: Purchase order for payment now but delivery in Dec 2026

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Hi Ruth,

Sorry, I was not involved at the start of this. Would it be acceptable to you to pay a proforma invoice? I could issue one, I would amend the order confirmation to a proforma invoice?

Kind regards

Kate Griffiths

Office Administrator

Viamed Ltd.

<http://www.viamed.co.uk>Email kate.griffiths@viamed.co.uk

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Fax: +44 (0)1535 635582

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On Fri, 24 Jul 2026 at 09:38, O'Faolain, Ruth <R.OFaolain@leedsbeckett.ac.uk> wrote:

Hi Kate,

As per my first email. I asked about raising the order and paying for the invoice in advance of the items being delivered in Dec as we need to use budget from this financial year which is end of July.

Thanks,

Ruth

From: Kate Griffiths <kate.griffiths@viamed.co.uk>

Sent: Friday, 24 July 2026 08:54

To: O'Faolain, Ruth <R.OFaolain@leedsbeckett.ac.uk>; Sophie Lines <sophie.lines@viamed.co.uk>

Cc: Kate Griffiths <kate.griffiths@vmsecure.me.uk>

Subject: Re: Purchase order for payment now but delivery in Dec 2026

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Good morning Ruth,

Thank you for your email. Please accept my reply on behalf of Sophie.

I would just like to check that you are aware your account is on a 30 day credit basis? We would not send an invoice until after the goods have been received by you.

Please see attached your order confirmation that I do not think was sent to you previously.

Please let me know if I have misunderstood your requirements. I can check with our accounts director if so.

Many thanks.

Kind regards

Kate Griffiths

Office Administrator

Viamed Ltd.

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

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On Fri, 24 Jul 2026 at 08:39, Main Account <viamedinbox@gmail.com> wrote:

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

From: **O'Faolain, Ruth** <R.OFaolain@leedsbeckett.ac.uk>

Date: Fri, 24 Jul 2026 at 08:11

Subject: RE: Purchase order for payment now but delivery in Dec 2026

To: Sophie Lines <sophie.lines@viamed.co.uk>

Hi Sophie,

Please could you send an invoice for the order I raised for the below as per the details given on PO 405302? Need to pay it before end of July and we will be in touch in November about the delivery of items as requested.

Regards,

Ruth

From: Sophie Lines <sophie.lines@viamed.co.uk>

Sent: Thursday, 28 May 2026 13:56

To: O'Faolain, Ruth <R.OFaolain@leedsbeckett.ac.uk>

Subject: Re: Purchase order for payment now but delivery in Dec 2026

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Dear Ruth,

Thank you for your email regarding the purchase of 9 x 0110081 (130-2 Oxygen Sensor) units for delivery in December 2026.

This would be possible, as we can place a forward delivery date on your order. I have attached a quotation for the cost of 9 units, from which you can raise a purchase order.

If the addresses I have used are not correct, we can amend these to match your purchase order paperwork once received.

Please let me know if you have any questions.

Kind regards,

Sophie Lines

Office Administrator

Viamed Ltd.

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

Email: sophie.lines@viamed.co.uk

Tel: 44 (0)1535 634 542

Fax: 44 (0)1535 635 582

Please note: My working days are Tuesday-Friday

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On Thu, 28 May 2026 at 11:32, Main Account <viamedinbox@gmail.com> wrote:

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

From: **O'Faolain, Ruth** <R.OFaolain@leedsbeckett.ac.uk>

Date: Thu, 28 May 2026 at 11:15

Subject: Purchase order for payment now but delivery in Dec 2026

To: enquiries@viamed.co.uk <enquiries@viamed.co.uk>

Hello,

Would it be possible to place an order for 9 x 0110081: Teledyne Oxygen Sensor UFO 130-2 and pay for the invoice now ahead of delivery which we wish to be in Dec 2026?

This is due to budgeting as we have funds to use before end of our financial year in July.

Please also confirm costs for these so the correct information is used to place an order.

Thanks,

Ruth

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