



Aqib Majeed &lt;viamed.aqib.majeed2@gmail.com&gt;

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**Fwd: Vandagraph Ltd PON-0000001091 Operations**

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**Ryan Swaine** <ryan.swaine@vandagraph.co.uk>

Thu, Aug 20, 2026 at 10:42 AM

Reply-To: ryan.swaine@vandagraph.co.uk

To: Aqib Majeed &lt;aqib.majeed@vandagraph.co.uk&gt;, Michael Lamb &lt;michael.lamb@vandagraph.co.uk&gt;, Kate Griffiths &lt;kate.griffiths@vandagraph.co.uk&gt;, Sophie Lines &lt;sophie.lines@vandagraph.co.uk&gt;, Emily Morton &lt;emily.morton@vandagraph.co.uk&gt;

Hi,

To add to the proforma invoice, update the order number and send them a copy.

Thank you, Ryan

Ryan Swaine

General Manager

VANDAGRAPH Ltd.

<http://www.vandagraph.co.uk>Email [ryan.swaine@vandagraph.co.uk](mailto:ryan.swaine@vandagraph.co.uk)

Tel: +44 (0)1535 634900

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

From: **Purchase Dept.** <[purchase@hydrodive.com](mailto:purchase@hydrodive.com)>

Date: Thu, 20 Aug 2026 at 10:39

Subject: Vandagraph Ltd PON-0000001091 Operations

To: [ryan.swaine@vandagraph.co.uk](mailto:ryan.swaine@vandagraph.co.uk) <[ryan.swaine@vandagraph.co.uk](mailto:ryan.swaine@vandagraph.co.uk)>Cc: Precious Idam <[purchasemanager@hydrodive.com](mailto:purchasemanager@hydrodive.com)>, Roseline Oguledo <[document.controller@hydrodive.com](mailto:document.controller@hydrodive.com)>, Mick James <[m.james@hydrodive.com](mailto:m.james@hydrodive.com)>, Karel Viljoen <[deta@hydrodive.com](mailto:deta@hydrodive.com)>, Store Keeper <[storekeeper@hydrodive.com](mailto:storekeeper@hydrodive.com)>, Chibuike Nwosu <[freight@hydrodive.com](mailto:freight@hydrodive.com)>, Mayowa Adeboyejo <[acct.payable@hydrodive.com](mailto:acct.payable@hydrodive.com)>, Chinemerem Anyaibe <[logistics.assistant@hydrodive.com](mailto:logistics.assistant@hydrodive.com)>

Dear Vendor,

Kindly find attached your Purchase Order and our terms and conditions . Please note that a further action on this purchase order either by delivery or invoicing confirms that you have accepted our terms and conditions, acknowledge terms and condition with Name, Date, Signature and Purchase Order number(s)

For payment, please revert to our Document Controller ([document.controller@hydrodive.com](mailto:document.controller@hydrodive.com) ) with a copy of :

1. Purchase Order,
2. Invoice (with Bank details)
3. Job Completion Form OR Waybill
4. Goods Received Note (GRN)

Important notice:

1. Invoice issued for this Purchase Order (P.O.) must reference the above P.O. Number
2. Invoice must be issued to the document controller, Hydrodive Nigeria Ltd. email: [document.controller@hydrodive.com](mailto:document.controller@hydrodive.com)
3. Invoice must be in accordance with our standard terms & conditions
4. Invoice must be typed and sent to Hydrodive within or not later than 7days of invoice issue date.
5. Hydrodive would accept no liability for payment of invoices submitted after 30days of supply of goods or provision of services.
6. All vendors are advised to contact the Jetty Supervisor on [Jettysupervisor@hydrodive.com](mailto:Jettysupervisor@hydrodive.com) 24hrs prior to delivery (exclusively for marine/Brawal Jetty delivery)

Regards,  
**Cynthia Audu (She/Her)**  
**Purchase Supervisor**



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