



Sarah Walton &lt;viamed.sarah.walton@gmail.com&gt;

**RE: Purchase order RRVN400069621**

1 message

**PROCURE2PAY.SERVICEDESK (UNIVERSITY COLLEGE LONDON HOSPITALS NHS FOUNDATION TRUST)** <uclh.procure2pay.servicedesk@nhs.net> 5 May 2020 at 13:28  
To: "sarah.walton@viamed.co.uk" <sarah.walton@viamed.co.uk>  
Cc: "PROCURE2PAY.SERVICEDESK (UNIVERSITY COLLEGE LONDON HOSPITALS NHS FOUNDATION TRUST)" <uclh.procure2pay.servicedesk@nhs.net>

Good Afternoon Sarah,

Thank you for your email below.

We accept the £10.00 carriage charge for this order. Please can you proceed.

Kind regards,

**Sonam Gyaltsso | Procure2Pay Service Desk Analyst**

**Procurement and Supply Chain Directorate, UCLH**

4B Maple House, 149 Tottenham Court Road, London W1T 7NF

Telephone: 020 344 77771

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**User guides covering the most frequent activities managed  
by the P2P Service Desk can be found [here](#)**



**From:** Main Account [mailto:[viamedinbox@gmail.com](mailto:viamedinbox@gmail.com)] **On Behalf Of** Sarah Walton  
**Sent:** 05 May 2020 10:51  
**To:** GYALTSO, Sonam (UNIVERSITY COLLEGE LONDON HOSPITALS NHS FOUNDATION TRUST)  
**Subject:** Purchase order RRVN400069621

Dear Sonam,

Thank you for your purchase order, RRVN400069621.

Please be advised that there is a carriage charge of £10.00 to be added to the order.

I have placed your order on hold until you advise that you are happy to proceed.

Kind regards

Sarah Walton

Customer Service Representative

**Please note: Viamed is now enacting a coronavirus contingency plan to allow sales and admin Staff to work from home, and I am now working remotely. Telephone calls to the main office will not be answered, but emails will. Orders may take longer to process but we aim to continue to operate and serve our customers as best we can.**

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

Email [sarah.walton@viamed.co.uk](mailto:sarah.walton@viamed.co.uk)

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