



Sarah Walton <viamed.sarah.walton@gmail.com>

Fwd: PURCHASE ORDER 400090535

1 message

Main Account <office@viamed.co.uk>
To: Sarah Walton <sarah.walton@viamed.co.uk>

19 November 2020 at 11:12

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

From: **FERNANDO, Gurth (UNIVERSITY COLLEGE LONDON HOSPITALS NHS FOUNDATION TRUST)**
<g.fernando@nhs.net>
Date: Thu, 19 Nov 2020 at 10:59
Subject: RE: PURCHASE ORDER 400090535
To: PROCURE2PAY.SERVICEDESK (UNIVERSITY COLLEGE LONDON HOSPITALS NHS FOUNDATION TRUST)
<uclh.procure2pay.servicedesk@nhs.net>
Cc: BALCAZAR, Leobanda (UNIVERSITY COLLEGE LONDON HOSPITALS NHS FOUNDATION TRUST)
<leobanda.balcazar@nhs.net>, viamedinbox@gmail.com <viamedinbox@gmail.com>, office@viamed.co.uk
<office@viamed.co.uk>

Hi team,

Could you please authorise the payment of the £8.00 carriage fee below? Happy to approve from my end.

Kind regards,

Gurth

Gurth Fernando**Assistant General Manager (EGA), UCLH**

We are committed to delivering
top-quality patient care, excellent
education and world class research

safety **kindness** **teamwork** improving

From: BALCAZAR, Leobanda (UNIVERSITY COLLEGE LONDON HOSPITALS NHS FOUNDATION TRUST)
Sent: 17 November 2020 14:33
To: FERNANDO, Gurth (UNIVERSITY COLLEGE LONDON HOSPITALS NHS FOUNDATION TRUST)
Subject: Fw: PURCHASE ORDER 400090535

Dear Fernando,

Could you look the email bellow. We need this neonatal eye mask urgently.

Thank you,

Leobanda

From: Main Account <viamedinbox@gmail.com> on behalf of Sarah Walton <office@viamed.co.uk>
Sent: 17 November 2020 13:13
To: BALCAZAR, Leobanda (UNIVERSITY COLLEGE LONDON HOSPITALS NHS FOUNDATION TRUST)
<leobanda.balcazar@nhs.net>
Subject: Re: PURCHASE ORDER 400090535

This message originated from outside of NHSmail. Please do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please be advised that I emailed the contact on the order to advise that there is a carriage charge of £8.00 to be added to the order.

This order is currently on hold until we have received authorisation.

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

GDPR / Privacy Policy available at www.viamed.co.uk/policy

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Fax: +44 (0)1535 635582

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

From: **BALCAZAR, Leobanda (UNIVERSITY COLLEGE LONDON HOSPITALS NHS FOUNDATION TRUST)**

<leobanda.balcazar@nhs.net>

Date: Tue, 17 Nov 2020 at 12:27

Subject: PURCHASE ORDER 400090535

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

Good afternoon,

About the Purchase order : 400090535 I would like to know if it possible that you deliver it as

soon as possible.

Thank you,

Leobanda Balcazar

Housekeeper

Maternity Care Unit

EGA03

UCL HOSPITAL

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