



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

RE: Purchase Order Notification - QEF0004809211

1 message

JOHNSTON, Clare-Marie (GATESHEAD HEALTH NHS FOUNDATION TRUST) <clare-marie.johnston@nhs.net>
To: "kate.griffiths@viamed.co.uk" <kate.griffiths@viamed.co.uk>

30 November 2020 at
10:47

Good Morning Kate,

Yes that is fine to proceed

Thanks

Clare

From: Main Account [mailto:viamedinbox@gmail.com] **On Behalf Of** Kate Griffiths
Sent: 30 November 2020 10:44
To: JOHNSTON, Clare-Marie (GATESHEAD HEALTH NHS FOUNDATION TRUST)
Subject: Re: Purchase Order Notification - QEF0004809211

Good morning Clare-Marie,

Thank you for your purchase order.

Please be advised that there is a carriage charge of £6.00 to be added to this order.

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

Many thanks.

Kind regards

Kate Griffiths

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 kate.griffiths@viamed.co.uk

Tel: +44 (0)1535 634542

Fax: +44 (0)1535 635582

Twitter: twitter.com/ViamedLtd

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On Mon, 30 Nov 2020 at 10:31, Main Account <office@viamed.co.uk> wrote:

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

From: **Cardea eProcurement Mailer** <no-reply@wax-live.com>

Date: Mon, 30 Nov 2020 at 10:12

Subject: Purchase Order Notification - QEF0004809211

To: <cdde-tr.cardea@nhs.net>, <enquiries@viamed.co.uk>

Please find attached an official purchase order from QE FACILITIES LTD.

Please ensure that you resolve all queries relating to this order with the Trust's Buyer prior to despatching the goods. The Buyer's contact details can be found on the attached PDF.

Please be advised that not resolving the query with the Buyer early in the procurement process will result in a significant delay in receiving payment.

Regards

The Procurement department
QE FACILITIES LTD

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