



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

Re: P/O 99308446

1 message

MOFFATT, Lyn (LEWISHAM AND GREENWICH NHS TRUST) <lyn.moffatt@nhs.net>
To: "kate.griffiths@viamed.co.uk" <kate.griffiths@viamed.co.uk>

22 December 2020 at 15:41

Hi Kate

Just to inform you I have checked with our Post Room and they haven't had this parcel go through them, I've also checked the department where the parcel is intended for and there is no sign of the goods. I look forward to hearing from you regarding this delivery.

Many thanks

Lyn

Lyn Moffatt
Materials Management Assistant
Procurement Department
Guy's & St Thomas' NHS Foundation Trust
Queen Elizabeth Hospital
Stadium Road
Woolwich
SE18 4QH
Procurement Helpdesk: 8505 (UHL Extension)

Smart Together

From: MOFFATT, Lyn (LEWISHAM AND GREENWICH NHS TRUST) <lyn.moffatt@nhs.net>
Sent: 22 December 2020 08:23
To: kate.griffiths@viamed.co.uk <kate.griffiths@viamed.co.uk>
Subject: Re: P/O 99308446

Hi Kate

Unfortunately the proof of delivery doesn't give us anything to clearly state it was received here. There is no signature name and no confirmation it came here other than it says QE. We have no record of any delivery on our system or any delivery note for that date. Please provide more details and in the meantime I will check with our post room.

Many thanks

Lyn

Lyn Moffatt
Materials Management Assistant
Procurement Department
Guy's & St Thomas' NHS Foundation Trust
Queen Elizabeth Hospital

Stadium Road
Woolwich
SE18 4QH
Procurement Helpdesk: 8505 (UHL Extension)

Smart Together

From: Main Account <viamedinbox@gmail.com> on behalf of Kate Griffiths <office@viamed.co.uk>
Sent: 21 December 2020 16:05
To: MOFFATT, Lyn (LEWISHAM AND GREENWICH NHS TRUST) <lyn.moffatt@nhs.net>
Subject: Re: P/O 99308446

Hi Lyn,

Please see attached from Royal Mail website.

The delivery address we used was as per the PO:

Queen Elizabeth Hospital
Main Stores
Delivery Point A
Stadium Road
London
SE18 4QH

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, 21 Dec 2020 at 15:57, MOFFATT, Lyn (LEWISHAM AND GREENWICH NHS TRUST) <lyn.moffatt@nhs.net> wrote:

Hi Kate

I'm unable to open the link you sent to track the parcel, please can you send proof of delivery as we need to check it was delivered to Main Stores del point A , and we will also need a name who received the package.

Many thanks

Lyn

Lyn Moffatt
Materials Management Assistant
Procurement Department
Guy's & St Thomas' NHS Foundation Trust
Queen Elizabeth Hospital
Stadium Road
Woolwich
SE18 4QH
Procurement Helpdesk: 8505 (UHL Extension)

Smart Together

From: Main Account <viamedinbox@gmail.com> on behalf of Kate Griffiths <office@viamed.co.uk>
Sent: 21 December 2020 15:53
To: MOFFATT, Lyn (LEWISHAM AND GREENWICH NHS TRUST) <lyn.moffatt@nhs.net>
Subject: Re: P/O 99308446

Good afternoon Lyn,

Thank you for your enquiry.

Your parcel was signed for on December 18th.

You can track your order on the Royal Mail website, www.royalmail.com, with the following tracking number NL577536301GB.

Many thanks.

Kind regards

Kate Griffiths

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On Mon, 21 Dec 2020 at 15:50, Main Account <office@viamed.co.uk> wrote:

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

From: **MOFFATT, Lyn (LEWISHAM AND GREENWICH NHS TRUST)** <lyn.moffatt@nhs.net>

Date: Mon, 21 Dec 2020 at 15:43

Subject: P/O 99308446

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

Hi

I'm chasing a P/O 99308446 which was raised 9.12.20. It was for
1114006 Occipital Frontal Circum 26 32 pk of 20 Eyemax 2 Neonatal x 1 pk
1114005 Occipital Frontal Circum 32 38 pk of 20 Eyemax 2 Neonatal x 1 pk

Please can you let me know when we can expect delivery of this order?

Many thanks

Lyn

Lyn Moffatt
Materials Management Assistant
Procurement Department
Guy's & St Thomas' NHS Foundation Trust
Queen Elizabeth Hospital
Stadium Road
Woolwich
SE18 4QH
Procurement Helpdesk: 8505 (UHL Extension)

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