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Musgrove Park Hospital

Procurement Department
Musgrove Park Hospital
Taunton
Somerset
TA1 5DA

**Reference: New Procedure for Suppliers
Visiting Musgrove Park Hospital, Taunton**

Date: Thursday 15th October 2009

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Dear Sirs,

For the kind attention of the Customer Services Manager

With effect from **Monday 2nd November 2009** Taunton & Somerset NHS Foundation Trust shall be adopting a Supplier Representatives Policy, which requires ALL commercial visitors to the Trust to adhere to the following procedures:

1. **All supplier representatives must make an appointment**
2. **All supplier representatives must sign in at the General Office Reception in the Duchess Building at Musgrove Park Hospital and produce photographic ID for security purposes.**
3. **A Visitor's badge will be issued which must be worn and visible at all times when on Trust premises.**
4. **Badges must be returned upon leaving and the representative must sign out.**
5. **Failure to do so may result in the supplier representative being banned from future visits.**

Please could you ensure that all representatives of your company visiting Musgrove Park Hospital are made aware of this new requirement, and issue them with the summarised policy document enclosed with this letter.

Any queries should be forwarded to amanda.warry@tst.nhs.uk, Operations Manager, Procurement.

Yours faithfully

Debbie Frankpitt
Head of Procurement

Enc.