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GDPR / Privacy Policy available at [www.viamed.co.uk](http://www.viamed.co.uk)

On Mon, 20 Jun 2022 at 14:27, Steven Hardy <[S.D.Hardy@leeds.ac.uk](mailto:S.D.Hardy@leeds.ac.uk)> wrote:

Good Afternoon Viamed,

I am from University of Leeds purchasing department and I have had the request for a purchase with your company from James McLaughlan copied into this email.

Attached is an email received by James in which it is for product - R-22MED O2 sensor, Product code 0110022 at a qty of 11 priced at £36 each.

Please can you advise on how this can be processed for purchase?

Do you accept credit cards? If so can an invoice/quote be created that can be paid to process this purchase?

If you don't accept credit cards then we will require some various information for vendor set up on University of Leeds purchasing system.

Many Thanks,

Steven

**Steven Hardy**

Trainee Buyer – Professional Services

Working Hours: 08:30 – 4:30

Working Days: Mon-Fri

**Advance Notice of leave; 27<sup>th</sup> to 1<sup>st</sup> July 22, 7<sup>th</sup> September to 9<sup>th</sup> September 22, 3<sup>rd</sup> October 22**

**University of Leeds**

Address: Purchasing Department, Room 11.64, Worsley Building, University of Leeds, Clarendon Way, Leeds, LS2 9JT

Email: [s.d.hardy@leeds.ac.uk](mailto:s.d.hardy@leeds.ac.uk)

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