

To whom it may concern,

RE: Change in Invoicing address

Please be made aware of the invoicing address change with the accompanying purchase order. I am writing to inform you that the Gloucestershire Hospitals NHS Foundation Trust is changing its invoicing address, as it will no longer be using the current PO Box address from the **01 March 2022**, as per below.

Current Invoice Address	New Invoice Address
Glos Hospitals NHS Foundation Trust Gloucestershire Shared Services PO Box 9031 Gloucester Gloucestershire GL1 2YZ	Gloucestershire Hospitals NHS Foundation Trust Creditor Payments Gloucestershire Shared Service for NHS Victoria Warehouse The Docks Gloucester GL1 2EL

Please ensure all of our accounts within your organisation are updated, to confirm the email address for electronic submission of invoices remains unchanged, ghn-tr.glosfssap@nhs.net.

Do note that the Creditor Payments Team will provide an amnesty on incorrect address for the initial period post 01 March 2022, any hard copies sent via post will be blocked by Royal Mail, as the PO Box addresses are being closed.

If you have any further enquires or require additional information to action this change please contact the purchasing team at ghn-tr.Procurement1mailbox@nhs.net.

Yours faithfully



Edward C. Taylor MCIPS, Chartered Procurement and Supply Professional
Interim ICS Procurement Lead | One Gloucestershire
Head of Procurement | Gloucestershire Shared Service For NHS

Chair: Peter Lachecki
Chief Executive: Deborah Lee

