

Sharon More (NHS Grampian) <sharon.more1@nhs.scot>
21 November 2022 12:13
Steven Nimmo
Cc: Jacqueline Walker (NHS Grampian); Dianne Monteith (NHS Grampian)
Subject: Blinds for dietetics offices

Hi Steven

Amanda at Procurement has asked me to give you a quick email. We have just moved back into our offices in the Physio/Dietetics Department, Lower Ground Floor, Dr Grays Hospital, Elgin.

The manager's office and dietitian's office both need new blinds. Can you arrange for measurements?

Thanks

Sharon



Sharon More
Dietetics Secretary
01343567350 | sharon.more1@nhs.scot



FACE COVERINGS



AVOID CROWDS



CLEAN HANDS



TWO METRES



SELF-ISOLATE

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PURCHASE ORDER: N12294890

Buyer NHS GRAMPIAN SUMMERFIELD HOUSE EDAY ROAD ABERDEEN, GRAMPIAN AB15 6RE	Order Date 23 Nov 2022	Invoice To NHS GRAMPIAN FINANCE DEPARTMENT, WESTHOLME, WOODEND QUEENS ROAD ABERDEEN, AB15 6LS
	Supplier Aberdeen Blind Company 32 Esslemont Avenue Aberdeen, 75450	Order Contact Name: Sharon More Phone: 01343567350 sharon.more1@nhs.scot

Delivery Information

Order Type:	Direct Ship
Carrier:	Best Way -Normal Delivery
FOB - Delivery Terms:	Delivered -Allowed

Payment Information

Customer Number:	Not Known
Payment Terms:	Net 30

Line	Item Type	Item No	Manufacturer No	UOM	Pack Size	Qty	Unit Price	VAT Type	Extended Amt
1	Non-Catalogue	Blinds		Each		2	£170.00	SI	£340.00
2 x 89mm Vertical Blinds with sealed in weights Fabric: Ex-lite Colour: White									
Total Extended Amount:									£340.00

VAT Types

Key	Description
SI	SI - STD IRRECOVERABLE

Terms & Conditions of Purchase:

- This Purchase Order is subject to NHS Scotland Standard Conditions of Contract for the Purchase of Goods or Services.
- The prices detailed in this Purchase Order are fixed and firm for the duration of this order and not subject to any escalation.
- If the Supplier finds any discrepancies, ambiguities, or contradictions between various parts of this Purchase Order, or any errors or omissions, the Purchaser shall be immediately informed in writing. Any work performed after such discovery, until authorised in writing by Purchaser, will be at the Supplier's risk and expense.
- Payment shall be effected within 30 days from receipt of a satisfactorily rendered full and correct invoicing documentation and fulfilment of supplier's obligations under this Purchase Order, unless agreed otherwise between Purchaser and Supplier.
- Packages containing fragile articles must be packed with special precaution against risk of breakage and marked "fragile - handle with care". Supplier is responsible for suitable inner packing and wrapping of items. Supplier is responsible for the identification of any hazardous materials, which may be included with delivery of goods. Delivery must be made in strict accordance with the Health and Safety at Work Act 1974 and all subordinate legislation such as Control of Substances Hazardous to Health Regulations (COSHH) and Manual Handling Regulations latest revisions.
- Goods must be received between 0900 and 1530 hours Monday to Thursday; and 0800 and 1500 hours Friday. The Purchaser shall not be responsible for any costs for re-delivery of goods as a result of delivery being made out with these receiving hours.
- The correct delivery address for delivery and invoicing shall be stated on this Purchase Order. Any changes to delivery/ invoice requirements shall be covered by way of revision to this Purchase. The Purchaser will not accept any responsibility for goods or invoices delivered to any point other than stated on this Purchase Order, unless covered by the issue of a revision to this Purchase Order.
- Supplier must comply with the units of supply stated on this Purchase Order. Any changes must be covered by way of a revision to this Purchase Order.
- NHS Grampian's Purchase Order Number must be stipulated on all invoices, advice notes, delivery notes, acknowledgements and all other relevant documentation. Failure to comply with these requirements may result in the non-acceptance of goods or return of invoice.