

Purchase Order

**Purchase Order:
NMN71039**



Order Date 20/10/2021

Required Delivery Date: 20/10/2021

Supplier:

BAILEYS BLINDS
UNIT 8 JUPITER COURT
ORION BUSINESS PARK
TYNE TUNNEL TRADING ESTATE
NE29 7SE

Deliver To:

Invoice To:

Mitie FM Limited
Accounts Payable
Ingenuity House - 3rd Floor
Elmdon Trading Estate, Bickenhill
Lane
Birmingham, B37 7HQ

Supplier Contact:

Telephone:

Email:

Site Contact:

Telephone:

Email:

Queries:

Telephone:

Email:

For queries relating to this order please contact the buyer: Pravjoht Bansal

The following 5 pieces of data must be quoted on your invoice:

Mitie Receiving Company Name: Mitie FM Limited
Mitie Receiving Company Code: FACM
Purchase Order Number: NMN71039
Purchase Order Date: 20/10/2021
Delivery date: As per delivery note

INVOICES MUST BE COMPUTER GENERATED PDFs AND NOT PROTECTED BY PASSWORD.

PDF INVOICE ASSOCIATED WITH THIS PO MUST BE SENT TO: invoices.finance@mitie.com.

PLEASE INCLUDE ONLY ONE INVOICE PER ATTACHMENT AND ONLY ONE ATTACHMENT PER EMAIL. ATTACHMENTS WITH MORE THAN ONE INVOICE OR EMAILS WITH MORE THAN ONE ATTACHMENT WILL BE AUTOMATICALLY REJECTED.

PURCHASE ORDER NUMBER AND MITIE RECEIVING COMPANY CODE MUST BE INCLUDED ON ALL INVOICES, PACKING AND CORRESPONDENCE.

Line	Description	Work Order	Quantity	Unit Price	Total (ex VAT)
1	5" hangers	81129921	50.00	0.50	25.00
2	White plastic bottom weight chain	81129921	1.00	60.00	60.00

Authorising Signature:.....

Order Total: 85.00

Order Total(incl VAT): 85.00

+vat

All Fax and Paper invoices received after the 01/07/2021 will not be processed by Mitie.

This order is issued subject to MITIE's standard terms and conditions a copy of which is available at <http://www.mitie.com/suppliers>.

Registered Office: Level 12, The Shard, 32 London Bridge Street, London, SE1 9SG, UK.

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Registered in England No. 3253304 VAT No. 362869361.

Enquiries

From: NMN Procurement <nmn.procurement@ise.mitie.com>
Sent: 25 October 2021 16:01
To: Enquiries
Subject: RE: Waiting Materials 25/10/21

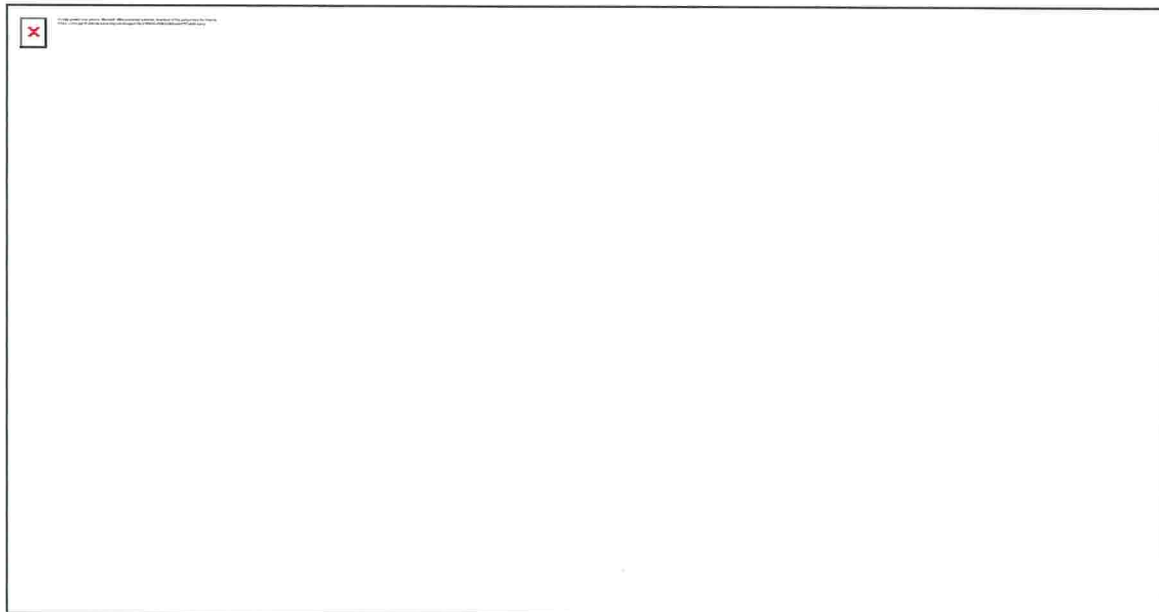
Hi Nicole,

The address is :
Elvet House, Hallgarth Street, Durham, DH1 3BP

The engineers details are Ian Hallwood 07483303271

Please let me know if you need any further information

Kirsty Roskorla | Procurement Coordinator
Mitie | Ingenuity House, Bickenhill Lane, Birmingham, B37 7HQ
Tel: 07483 327646
kirsty.roskorla@ise.mitie.com
kirsty.roskorla@mitie.com



From: Enquiries [mailto:enquiries@baileys-blinds.co.uk]
Sent: 25 October 2021 15:23
To: NMN Procurement <nmn.procurement@ise.mitie.com>
Subject: RE: Waiting Materials 25/10/21

This is due to leave us tomorrow night by carrier.

Where has this to be delivered to?

Kind Regards,

Nicole McMillan



From: NMN Procurement <nmn.procurement@ise.mitie.com>

Sent: 25 October 2021 14:43

To: Enquiries <enquiries@baileys-blinds.co.uk>

Subject: RE: Waiting Materials 25/10/21

Hi Nicole,

Please find attached a copy of our purchase order

Please let me know if you need any more information

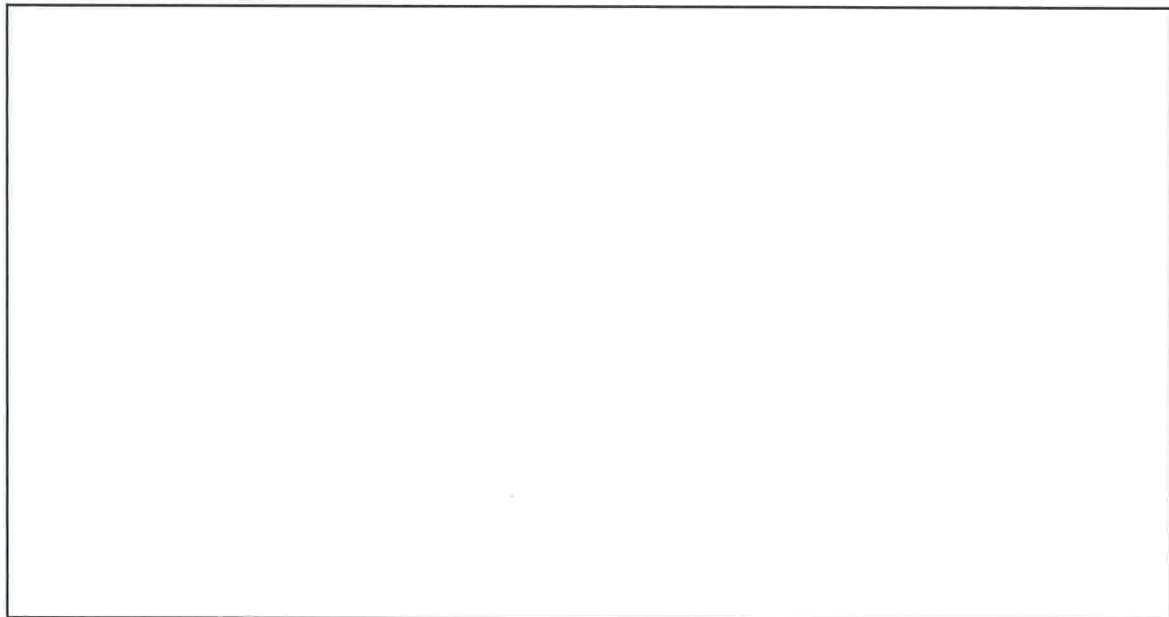
Kirsty Roskorla | Procurement Coordinator

Mitie | Ingenuity House, Bickenhill Lane, Birmingham, B37 7HQ

Tel: 07483 327646

kirsty.roskorla@ise.mitie.com

kirsty.roskorla@mitie.com



From: Enquiries [<mailto:enquiries@baileys-blinds.co.uk>]

Sent: 25 October 2021 14:29

To: NMN Procurement <nmn.procurement@ise.mitie.com>

Subject: RE: Waiting Materials 25/10/21

Hello,

Do you have an order number or the postcode of the property?

Is this for blinds?

Kind Regards,

Nicole McMillan



From: NMN Procurement <nmn.procurement@ise.mitie.com>

Sent: 25 October 2021 14:20

To: Enquiries <enquiries@baileys-blinds.co.uk>

Subject: Waiting Materials 25/10/21

Good Afternoon,

Can you please provide an update on the below orders;

PO	GRN Status	Purchase Order	Status	WO Status	Description
NMN71039	NONE	Week Commencing 25/10/2021	APPR	WMATL	81129921 / enquiries@baileys-blinds.co.uk / Ian.Hallwood@baileys-blinds.co.uk

Many thanks,

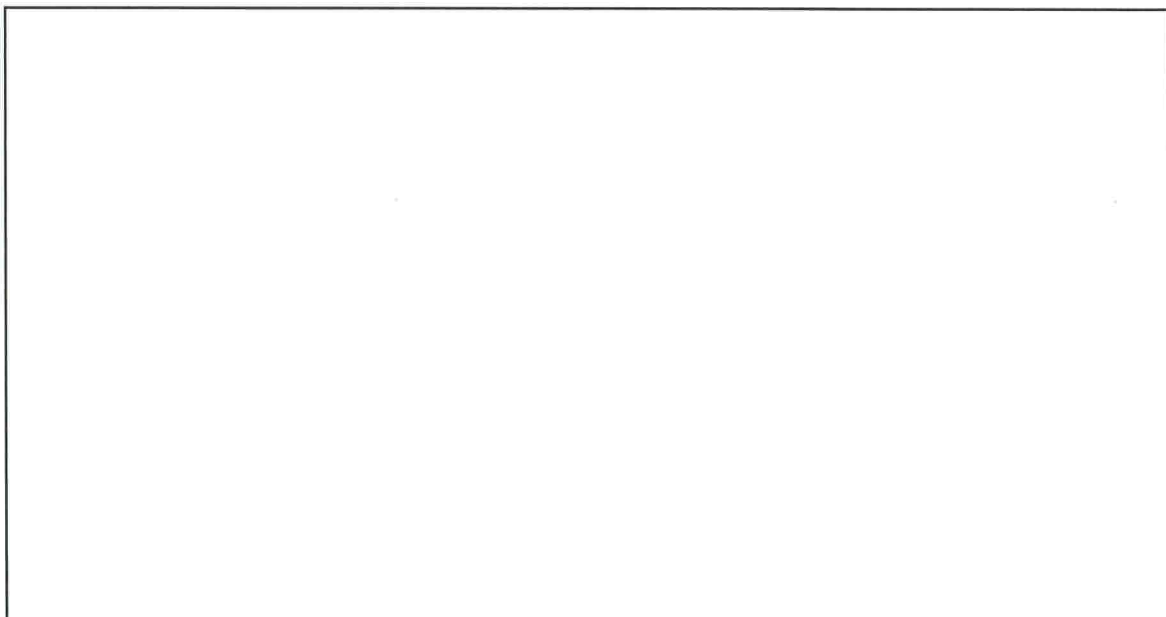
Kirsty Roskorla | Procurement Coordinator

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