



**OFFICIAL PURCHASE ORDER**

**Order No: CHA100002064**  
**Order Date: 14/05/24**

South Tees Hospitals NHS Foundation Trust operates a "No Purchase Order - No Pay" Policy. Failure to submit your invoice with a valid purchase order number will mean that your invoice won't be paid and will be returned accordingly with the expectation that a purchase order number is added to the invoice before payment is completed.

**Enquiries To**  
**South Tees Hospitals NHS Foundation Trust**  
**Procurement Department**  
**2 Eggleston Court**  
**Riverside Park Industrial Estate**  
**Middlesbrough**  
**TS2 1RU**  
**Email Address: stees.orders@nhs.net**

**Supplier:**  
**MARSKE FURNISHINGS LTD**  
**21 THE WYND**  
**MARSKE-BY-THE-SEA**  
**REDCAR**

TS11 7LD  
 Supplier Tel No.: **Supplier Code:16777**  
 marskesales@gmail.com

**Deliver To**  
**James Cook University Hospital**  
**Logistical Delivery Centre**  
**Marlon Road**  
**Middlesbrough**  
**TS4 3BW**  
**Delivery Mon-Fri 7:30 to 14:00**

IDA CODE: 5EE116

**Invoice To**  
**SOUTH TEES HOSPITALS CHARITY**  
**C/O ELFS Business Services**  
**PO Box 4418**  
**Unit 2, Swindon**  
**SN4 4RW**  
**Tel: 01254 786003**  
**Email: elfs.328ste@cloud-trade.net**

Line No:	Supplier Product Code	Description	Required Date	Qty	Unit of Issue	Unit Price	Vat Rate	Vat Excl.
1		Roller Blind for Staff Room - Colour Surf Ward 4 Roller Blind for Staff Room - Colour Surf  Glenda Taylor Ward Clerk 01642 854504	16/05/24				20.00	92.25
2		1.A.86 Ward Manager's Office - Colour Surf Ward 4 Blind for Ward Mangers Office - Colour Surf  Glenda Taylor Ward Clerk 01642 854504	16/05/24				20.00	77.50
3		1.A.117A Nephrology Counselling Room Colour - Surf Ward 4 1.A.117A Nephrology Counselling Room Blind 1 - Colour - Surf Glenda Taylor Ward Clerk Ward 4 01642 854504	16/05/24				20.00	122.50

<ol style="list-style-type: none"> <li>The above Official Purchase Order number to be quoted on all correspondence including, but not limited to, all invoices, advice notes and delivery notes.</li> <li>Unless specified goods and services must be provided carriage paid.</li> <li>No variation to this order without written authority. Any alteration in quantity or price must be agreed in writing by the ordering officer before any goods/services are supplied.</li> <li>Unless otherwise specified this order is subject to NHS Terms and Conditions of contract for the Supply of Goods and the Provision of Services.</li> <li>Palletised deliveries must be made on a vehicle with a tail lift.</li> <li>If you will not be the supplier invoicing against this PO please reject and return with the comment 'incorrect supplier'.</li> <li>Please submit your invoice via PEPPOL.</li> </ol>	<b>Total Excl. VAT</b>  <b>VAT</b>  <b>Total Value</b>	<i>Continued...</i>
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**Tel: 01254 786003**  
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Line No:	Supplier Product Code	Description	Required Date	Qty	Unit of Issue	Unit Price	Vat Rate	Vat Excl.
4		1.A.117A Nephrology Counselling Room Colour - Surf Blind 2 Ward 4 1.A.117A Nephrology Counselling Room Blind 2- Colour - Surf Glenda Taylor Ward Clerk Ward 4 01642 854504	16/05/24				20.00	77.50

1. The above Official Purchase Order number to be quoted on all correspondence including, but not limited to, all invoices, advice notes and delivery notes.	<b>Total Excl. VAT</b>	<b>369.75</b>
2. Unless specified goods and services must be provided carriage paid.		
3. No variation to this order without written authority. Any alteration in quantity or price must be agreed in writing by the ordering officer before any goods/services are supplied.	<b>VAT</b>	<b>73.95</b>
4. Unless otherwise specified this order is subject to NHS Terms and Conditions of contract for the Supply of Goods and the Provision of Services.		
5. Palletised deliveries must be made on a vehicle with a tail lift.		
6. If you will not be the supplier invoicing against this PO please reject and return with the comment 'incorrect supplier'.	<b>Total Value</b>	<b>443.70</b>
7. Please submit your invoice via PEPPOL.		