

Accounts Payable – Mailpoint 320
University Hospital Southampton NHS Foundation Trust
Southampton General Hospital
Tremona Road
Southampton
SO16 6YD

15th December 2023

Dear Valued Supplier,

This letter has been sent to you as a registered supplier of goods or Services for University Hospital Southampton NHS Foundation Trust and associated subsidiaries.

We initially informed you in April 2019 that the University Hospital Southampton NHS Foundation Trust and associated subsidiaries will be enforcing a 'No PO No Pay' policy however, several organisations have still not complied or are only partially compliant. **(Please note there is no change to Pharmacy business. Processes/communications are still the same.)**

With immediate effect the Trust will strictly be complying with its 'No PO No Pay' policy, and all invoices received without a valid purchase order will be returned to you.

This will ultimately delay payments and require the receipt of credit notes along with the corrected invoice stating a **valid** purchase order.

If the goods/services have already been provided to the Trust before 15th December and you have not received a PO you must contact the member of the Trust who gave the original instruction to supply the goods/services and ask them to provide a valid PO number.

Going forward please ensure that you are complying with the following requirements:

1. Do not accept any order(s) for goods/services from the Trust unless a purchase order number is supplied. A purchase order number will be provided by a member of staff from the Trust and should be received before the goods and / or services are sent.
2. Goods should be delivered to the address as stated on the PO and should be signed for, please ensure the couriers are aware of this as this can cause delays in the processing of invoices.
3. The relevant order number must be quoted on your invoice.
4. The invoice must be addressed to the correct business unit:
 - a. For UHS invoices (P1 PO's) please address to University Hospital Southampton NHS FT
 - b. For UHS Estates Limited (P4 orders with UEL suffix) please address to UHS Estates Limited
 - c. For all Pharmacy invoices please address to UHS Pharmacy or UPL as directed by the Purchase order.
5. The invoice must contain the correct bank details for validation.
6. Invoices for UHS & UEL must be sent directly to the scanning inbox within our Accounts Payable department for them to register in the system for payment. If invoices are sent elsewhere this will also delay payment.

Please note that any information given in the body of the email **will not** be read by our scanning solution so include all relevant information on the PDF's.

Our email addresses for UHS & UEL invoices are:

- **UHS:** uhspayablesinvoices@uhs.nhs.uk
- **UEL:** uelpayablesinvoices@uel.uhs.nhs.uk

Please do not send any other information to these email accounts, statements, letters etc and queries should be sent to the following emails.

- **UHS:** supplierqueries@uhs.nhs.uk
- **UEL:** uelsupplierqueries@uhs.nhs.uk

Pharmacy invoices should continue to be directed as follows:

- **Main UHS Pharmacy:** PharmacyInvoicing@uhs.nhs.uk
- **UPL Pharmacy Ltd:** UPLInvoicing@uhs.nhs.uk

For queries:

- **UHS Pharmacy:** PharmacyInvoicing@uhs.nhs.uk cc supplierqueries@uhs.nhs.uk

If you have any purchase order queries regarding UHS &UEL, please contact the procurement team:

- **UHS:** uhsbuyingteam@wpl.uhs.nhs.uk
- **UEL:** uelbuyingteam@wpl.uhs.nhs.uk

Please see attached a list below of our frequently asked questions.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ian Howard', written in a cursive style.

Ian Howard

Chief Financial Officer