

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

10th February 2025

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 sent out a notification in July informing you of our impending system migration detailing amendments needed for our new AP process. It's been over 5 months since the system migration, as such any invoice without a PO or using an old PO will not be accepted for payment and will require a PO from the new system. For reference format as follows: UHS: RHMN, UEL: RHME.

Please note there is no change to Pharmacy business: UPL and UHS Pharmacy – all PO's and contact details do not change.

As a gentle reminder from previous communication sent on 15th December 2023, **the Trust will strictly be complying with its 'No PO No Pay' policy, and all invoices received without the valid purchase orders in the format above will be returned to you.**

Yours sincerely,



Director of Operational Finance