

**Commercial attendance during Coronavirus (COVID-19)**

Dear Supplier,

With the continuation of the Coronavirus outbreak, we would like to take this time to remind you that all commercial attendance to the Manchester University NHS Foundation Trust is still suspended.

Clinical essential support will only be permitted on a case-by-case basis by invitation only. If you are invited into the Trust you must seek an authorisation email from procure.info@mft.nhs.uk.

**Out of hours urgent/emergency visits requested by the Trust do not require prior authorisation from Procurement. An email should be sent to** **procure.info@mft.nhs.uk****informing them they have been on site, including the following information.**

* **Date of visit**
* **Reason for visit**
* **Person and area visited**

**Visits for equipment repairs, or equipment service/maintenance do not need to email procurement for authorisation. All visits must be logged via the IntelliCentrics app.**

Representatives attending site, for clinical essential support, are required to comply with government and trust guidance on the wearing of appropriate PPE and face masks.

Your health, safety and wellbeing, that of our patients, communities, individuals and teams across the organisation remains our absolute priority.

During this suspension commercial activity should be completed through the relevant channels and take place by phone, e-mail, virtual meetings etc.

If this affects any of your colleagues please pass on this information.

If you have any questions at all IntelliCentrics are there to support you on our behalf, please contact them via the details below:

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Yours sincerely,



Simon Walsh MCIPS

Group Procurement Director