

INFORMATION UPDATE

SOEPS XMAS & NEW YEAR WORKING SCHEDULE

To ensure your delivery is not delayed and arrives on your scheduled delivery day, please ensure you review the **Xmas and New Year schedule** below. **Emergency contact numbers** are for use in an **EMERGENCY ONLY** during the Christmas period.

	Mon 21st Dec	Tue 22nd Dec	Wed 23rd Dec	Thurs 24th Dec	Friday 25th Dec Bank Holiday	Sat 26th Dec	Sun 27th Dec	Mon 28th Dec Bank Holiday	Tues 29th Dec	Wed 30th Dec	Thurs 31st Dec	Friday 1 st Jan 2021 Bank Holiday
Procurement Team Manor Court	Business as usual	Business as usual	Business as usual	Business as usual	Closed	Closed	Closed	Closed	Business as usual	Business as usual	Business as usual	Closed
Supply Chain Teams Portsmouth, & IOW	Business as usual	Business as usual	Business as usual	Business as usual	Closed	Closed	Closed	Closed	Business as usual	Business as usual	Business as usual	Closed
NHS Supply Chain Inputting days for delivery as below	Business as usual	Business as usual	Business as usual	Business as usual	Closed	Closed	Closed	Closed	Business as usual	Business as usual	Business as usual	Closed
NHS Supply Chain Delivery days against above inputting					No Delivery			No Delivery				No Delivery

Emergency Contacts

Alan Hoskins	Chief Procurement Officer	07774 443 661
Keith Myhill	Commissioning- Hampshire	07825 256 668
Melvyn Lake	Provider- PHU and IOW	07939 576 411
Chris McCarthy	Commissioning - Lewis	07823 534 547
Neil Gahan	Supply Chain- All Trusts	07415 052 345