

**NOTIFICATION OF MERGE LETTER**

Dear Sir/Madam,

**Notification of Colchester Hospital University NHS Foundation Trust and The Ipswich Hospital NHS Trust merging**

Further to the previously provided intention to merge notification, and NHS Improvement and the Secretary of State for Health and Social Care approvals, please find this letter as official confirmation of the merging of Colchester Hospital University NHS Foundation Trust and The Ipswich Hospital NHS Trust to become a single organisation. Legally this merger will require the acquisition of The Ipswich Hospital NHS Trust by the Colchester Hospital University NHS Foundation Trust and the renaming of the latter as the East Suffolk and North Essex NHS Foundation Trust (ESNEFT). The acquisition and name change will take place on 1st July 2018.

You are receiving this letter as you have been identified through our payments system as an organisation that has been paid for provision of a product or service to us in the last twelve months, and the letter has also been published on our website for general availability.

**If you currently supply the Colchester Hospital University NHS Foundation Trust**, please update your records on the 1st of July to reflect this change in name. All other details, including VAT number, bank account details and postal addresses remain unchanged. We have a new email address for invoicing that reflects the change of name (see below), but our existing email address will continue to function.

**If you currently supply only The Ipswich Hospital NHS Trust** this letter confirms the intended acquisition and our desire to secure continuation of the existing relationships, services and supplies being received. Where a formal contract exists between your company and The Ipswich Hospital NHS Trust then the intention is to novate or otherwise transfer those contracts to ESNEFT.

**If you currently supply both Trusts**, then please update your records to reflect the change in name of the Colchester Hospital University NHS Foundation Trust, andnote our desire to novate or otherwise transfer any existing contracts currently held by The Ipswich Hospital NHS Trust as detailed above. We recognise that this may result in your company potentially having two contracts with ESNEFT for the provision of the ‘same’ service (although on different sites/locations) and we will work with you to amalgamate those contracts into a ‘single’ contract at the earliest opportunity.

If you anticipate the reconfiguration of our customer account to incorporate both Colchester and Ipswich Trusts and to reflect the new organisational name will cause potential delays in your ability to deliver goods or services to the current delivery points please notify us immediately on the appropriate email address;

* AccountsPayable@colchesterhospital.nhs.uk
* AccountsReceivable@colchesterhospital.nhs.uk
* Procurement@colchesterhospital.nhs.uk

Please find below the details for the merged organisation below:

Name: **East Suffolk and North Essex NHS Foundation Trust**

Address: **Colchester General Hospital, Turner Road, Colchester, Essex, CO4 5JL**

Invoice Address (except for Ipswich Pharmacy invoices): Our preference is that invoices should be sent by email to AccountsPayable@colchesterhospital.nhs.uk. Although they may also be sent by post to: Accounts Payable, North Lodge, Colchester General Hospital, Turner Road, Colchester, Essex, CO4 5JL

In relation to Ipswich Hospital Pharmacy invoices, these should continue to be sent to the current address at; Pharmacy Department, East Suffolk & North Essex NHS Foundation Trust, Ipswich Hospital, Heath Road, Ipswich, IP4 5PD, pharmacy.procurement@ipswichhospital.nhs.uk. This in relation to Drugs and Homecare Services.

**Delivery details**

Please note, that both Colchester and Ipswich Hospitals will be continuing to provide healthcare services in a similar fashion to currently and unless specified there will be no change to delivery addresses for the provision of good and services.

**Bank details:**

* Bank Name; Government Banking Agency
* Account Name; GBS Re Clchu NHSFT
* Sort Code; 60-70-80
* Account Number; 10012540
* VAT Reg No; GB-654-9213-25

As noted in our intention letter, the paragraphs below detailing the arrangements in summary that ESNEFT is looking to put in place to ensure an orderly transfer to the new entity;

**Purchase Orders and Invoicing arrangements**

The following arrangements apply to Purchase Orders and Invoicing arrangements:

1. ESNEFT will be implementing a policy of only paying invoices which quote a valid Purchase Order – to facilitate this during the changeover period ESNEFT will issue a replacement purchase order or new Purchase Order for all Goods and Services that are due to be delivered on or after the date at which responsibility transfers to ESNEFT from the existing Trusts. The pathway for order/payment queries will be set out and sent to you as part of the formal notification process – this will facilitate prompt payment of invoices.
2. Invoices for those Goods and Services supplied up until the date at which responsibility transfers to ESNEFT should be sent to our centralised ESNEFT address. If letters are sent to the current respective individual Trust addresses, for a short period they will be redirected. Please could we ask for addresses to be updated asap.

**General Data Protection Regulation (GDPR)**

Further to the revised GDPR arrangements coming into effect on 25th May 2018, where applicable new or revised clauses are to be included into our existing contracts that are consistent with the legal requirements set out within these regulations. Where this affects our contract or business arrangements with you we will write to you with a draft ‘protocol’ for inclusion in contracts, where we haven’t already done so, or otherwise resolved with you.

Thank you again for your continued support and please could we request that the organisational details that you hold for ourselves are updated. We hope that this update and these changes will ensure a continued and consistency arrangement for our supply chain with yourself.

If you have any queries please let us know.

Yours Faithfully

**Dawn Scrafield Simon Rudkins**

Director of Finance Acting Director of Finance

Colchester Hospital University NHS Foundation Trust The Ipswich Hospital NHS Trust

East Suffolk & North Essex NHS Foundation Trust