

## ► Payment methods

The preferred method of payment for all low value purchases is the GPC. The GPC provides a streamlined purchase and payment route, giving visibility to LVP Mentors across their area of responsibility. Payment to a supplier is normally made within four working days if the order is placed using the GPC.

Companies wishing to become Visa-enabled should contact their own bank for further details.

Paper-based orders must only be used where there are no other procurement routes.

## Contact details

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**GPC – Richard Pinder, DES DePS-BusComrcl1 GPC1**  
Tel: 01264 383630 Email: Richard.pinder407@mod.uk

### LOW VALUE PURCHASES MENTOR LIST

MENTOR AREA & AREA COVERED	MENTORS ADDRESSES	EMAIL ADDRESSES
ADC (CTLB) Centre, including HQ Rhine and European Support Group, International Military Advisory Training Team (Sierra Leone), British Military Advisory Training Team Czech Republic), Joint Services Signal Unit (Cyprus)	<b>Low Value Purchasing Mentor</b> Commercial Branch LVP Level 4, The Cerium Building 55 Douglas Street, GLASGOW G2 7NR	CTLBCom-LVP1a@dpa.mod.uk
ADC ARTD & AG UK-wide	<b>Low Value Purchasing Mentor</b> Commercial Branch ARTD/AG PC 21, HQ ARTD, Trenchard Lines, Upavon PEWSEY, Wiltshire SN9 6BE	artd1b1-commercial@artd.mod.uk
IPTs within Director General Land Equipment (DGLE)'s area (Covers Hampshire (Andover site) and S Gloucs (Abbey Wood site))	<b>Low Value Purchasing Mentor</b> Commercial Director, Land Equipment Defence Equipment & Support Andover Building 300, Monxton Road, ANDOVER, Hants SP11 8HT	rebecca.pearce591@mod.uk
Security Services Group, UK and Western Europe	<b>Low Value Purchasing Mentor</b> Security Services Group Contracts Minerva House, Delta 800, Welton Road SWINDON SN5 7XQ	richard.shipp@ssg.de.mod.uk
Defence Clothing (DC) IPT, Caversfield	<b>Low Value Purchasing Mentor</b> CPM4, Building 25, Room 39, DE&S Caversfield Skimmingdish Lane, BICESTER, Oxon OX27 8TS	jackie.hay753@qcis.mod.uk
Bird Control, various Stn Spt, in-flight catering (worldwide, Out of Area (OOA) exercises)	<b>Low Value Purchasing Mentor</b> ACT, 3 Site, Nimrod Building, RAF High Wycombe, Bucks HP14 4UE	diane.williams442@mod.uk denise.mannino380@mod.uk
Defence Fuels Group (DFG), Wimborne, Dorset and DFG Singapore	<b>Low Value Purchasing Mentor</b> SCO DFG1, Defence Fuels Group WEST MOORS, Dorset BH21 6QS	desdfg-com-marinefuel@mod.uk
Defence Estates, Defence Housing Executive, CS UK and Germany	<b>Low Value Purchasing Mentor</b> Commercial Policy Directorate Defence Estates, Kingston Road, SUTTON COLDFIELD, West Midlands B75 7RL	fiona.williams@de.mod.uk
Northern Ireland	<b>Low Value Purchasing Mentor</b> Commercial Branch, HQ NI Et 38 (Irish) Bd Thiepval Barracks, LISBURN, County Antrim Northern Ireland BFPO 825	commercialbranch_lisburn@lycos.co.uk
HMNB Devonport, Devon	<b>Low Value Purchasing Mentor</b> DE&S/NBC (D)/CB1 Room 18, St Levan Hall, Bldg N179 HMNB Devonport, PLYMOUTH PL2 2BG	blissa@a.dii.mod.uk
UK, Cyprus, Falklands, Germany, Washington	<b>Low Value Purchasing Mentor</b> DE&S, Information Systems and Services (ISS) Commercial Operations A1A, Room 007 Building 111, Basil Hill Site, Park Lane CORSHAM, Wiltshire SN13 9NR	DESISSComrcl-OpsA1A@mod.uk
Saudi Arabia	<b>Low Value Purchasing Mentor</b> CB/SAP2a, 5th Floor (North), Castlewood House 77-91 New Oxford Street, LONDON WC1A 1DT	cbsap2a@dgsap.mod.uk
Defence Munitions Et DSDA, Scotland, England and Wales	<b>Low Value Purchasing Mentor</b> Building E15 Annexe, DE&S, E Site BICESTER, Oxon OX25 2LD	dawn.warnock970@qcis.mod.uk

## LOW VALUE PURCHASES MENTOR LIST

MENTOR AREA & AREA COVERED	MENTORS ADDRESSES	EMAIL ADDRESSES
County Durham, Cleveland, Lancashire, Merseyside, Cheshire, North Yorkshire, West Yorkshire, South Yorkshire, London, East Riding of Yorkshire, Tyne and Wear, Northumberland, Lincolnshire, Isle of Man, Greater Manchester, Glasgow, Aberdeenshire, Perthshire, Fife, Ayrshire, Midlothian, Shetland, West Lothian, Lanarkshire, Angus, Stirling and Inverness	<b>Low Value Purchasing Mentor</b> Room 244, Commercial 2 Div, Annadale Block Craigiehall, South Queensferry EDINBURGH EH30 9TN	david.campbell196@land.mod.uk
<b>HQ 4 Div</b> – Buckinghamshire, Bedfordshire, Hampshire, Surrey, Berkshire, Wiltshire, Kent, Oxfordshire, Devon, Cornwall, Somerset & Avon, Dorset, E Sussex, W Sussex, Isle of Wight, Gloucestershire	<b>Low Value Purchasing Mentor</b> HQ Army 4 Div, Steeles Road, ALDERSHOT Hants GU11 2DP	joanne.stafford886@land.mod.uk
<b>HQ 5 Div</b> – Flintshire, Gwynedd, Denbighshire, Powys, Ceredigion, Carmarthenshire, Pembrokeshire, Glamorganshire, Shropshire, Staffordshire, Derbyshire, Nottinghamshire, Lincolnshire, Leicestershire, Rutland, West Midlands, Herefordshire, Worcestershire, Norfolk, Northamptonshire, Suffolk, Oxfordshire, Monmouthshire, Essex, Warwickshire	<b>Low Value Purchasing Mentor</b> Commercial Branch, HQ 5 Div Cophthorne Barracks, SHREWSBURY Shropshire SY3 8LZ	ruth.glover240@land.mod.uk
<b>HQ London District</b> – Area Covered: London (within M25)	<b>Low Value Purchasing Mentor</b> Commercial Branch, HQ London District Horse Guards, Whitehall, LONDON SW1A 2AX	claire.moss396@land.mod.uk
Brunei, Belize, Kenya, Nepal, Canada, Wiltshire, Hampshire and Somerset	<b>Low Value Purchasing Mentor</b> HQ Land Command, Erskine Barracks Wilton, SALISBURY SP2 0AG	land-aio-commercial-commercialofficerland-d@mod.uk
DSCOM – Hampshire	<b>Low Value Purchasing Mentor</b> DSCOM Commercial (Surface Freight) 2 Building 400, DE&S Andover, Monxton Road ANDOVER, Hants SP11 8HJ	nicola.hewkin536@mod.uk
PJHQ: Cyprus, Gibraltar and HQBFSAI	<b>Low Value Purchasing Mentor</b> PJHQ J8 Commercial Ops1, Room G218 JHQ Building, Northwood HQ, Middlesex HA6 3HP	david.goodlass547@mod.uk
Fleet – UK-wide	<b>Low Value Purchasing Mentor</b> Fleet HQ, Fleet Commercial Division Fleet Comm OPS2, Room 303, Jago Road Building 1/080, HMNB Portsmouth Hants PO1 3LU	kate.stevens918@a.dii.mod.uk
HMNB Clyde (including RNAD Coulport)	<b>Low Value Purchasing Mentor</b> Room 48, Argyle Building, HMNB Clyde, Faslane HELENSBURGH, Dunbartonshire G84 8HL	susan.mcgowan@a.dii.mod.uk
Portsmouth, Hants	<b>Low Value Purchasing Mentor</b> Room 424, Semaphore Tower, HMNB Portsmouth PORTSMOUTH, Hants PO1 3TL	DFincb1b@a.dii.mod.uk
Director Maritime Equipment – South Gloucestershire	<b>Low Value Purchasing Mentor</b> Elm 2a, #4221, MOD Abbey Wood BRISTOL BS34 8JH	DESShipsFWE-Cmrcl-Dev@mod.uk
DE&S Corporate Services Coverage: South Gloucestershire, Somerset	<b>Low Value Purchasing Mentor</b> DE&S Commercial Projects Enablement Team Spur 6, Block C, Foxhill, BATH BA1 5AB	logproc-cccco-ordtl@mod.uk
DG Weapons – Abbey Wood, Andover, Wyton, Ensleigh	<b>Low Value Purchasing Mentor</b> DGM IPTCOM4, Spur 7, Crescent, Ensleigh BATH BA1 5AB	wendy.keaveney372@mod.uk
Cardiff, Aberdeen, Buckinghamshire, Leicestershire, Nottingham, Norfolk, Glasgow, Blackpool, Gosport, Gloucester, Havant, Bristol, Birmingham, Preston, Edinburgh, Devon and Belfast	<b>Low Value Purchasing Mentor</b> Service Personnel Veterans Agency (SPVA) Commercial Services, Room 35, Building 240 Meteor Block, RAF Innsworth Gloucestershire GL3 1HW	dcscscommercialman1@spva.mod.uk