



# Purchase Order

Purchase Order Number: PO 3009580

Order Revision Number: 1

Date: 07/03/2023

## Supplier

Specialist Computer Centres Plc  
James House  
Derby Road  
Derby  
Derby DE1 2LE

## Delivery Address

IPO Purchasing Dept.  
Intellectual Property Office  
Purchasing Dept  
Concept House  
Newport  
South Wales  
NP10 8QQ

## Address

payables@ipo.gov.uk

Payments Payable  
Property Office  
Newport

## Contact Details for Purchase Order queries

Contact for Enquiries: [Redacted]  
Contact Telephone: [Redacted]  
Contact Email: [Redacted]

## Invoice Address

Email: payables@ipo.gov.uk  
IPO Accounts Payable  
Intellectual Property Office  
Concept House  
Newport  
South Wales  
NP10 8QQ

## Item Number and Description

Dell 24" Monitors x 100  
Ref: QT-3786545 v1  
Qty: 100  
Manufacturer Part: DELL-P2422H  
Description: Dell 24 Monitor  
24" Full HD 24"

Dock 2 x 50  
Ref: 1GK-00005  
Manufacturer Part: Microsoft Surface Dock 2 - dock  
Surface Connect - 2 x USB-C - GigE

5 v1

## Unit Price £

## Line Value £

## Line No. Quantity Ordered

20,019.34

continues overleaf

Please forward your invoice, which must quote the Purchase Order number above (Including the prefix) to payables@ipo.gov.uk

Failure to do so will result in your invoice being rejected and cause a delay to payment  
For payment by BACS please state on your invoice your bank name, sort code, account number and account name.

Terms indicated below will apply upon request from the

file/318950/termconditionservices.pdf

Please be advised that this purchase order and any contractual documentation related to it may be published and made available to the public. The IPO's policy in relation to this subject can be seen at:

<http://www.ipo.gov.uk/about/supply/supply-transparency.htm>

Intellectual Property Office Terms and Conditions apply to this procurement and are attached / available for download at the contact number as above.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/318950/termconditionservices.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/318950/termconditionservices.pdf)



Intellectual  
Property  
Office

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payables@ipo.gov.uk

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Property Office  
House

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IPO Accounts  
Intellectual Property Office  
Concept House  
Newport  
South Wales  
NP10 8QQ

## Item Number and Description

Unit Price

Line Value

£

£

## Line No. Quantity Ordered

clearly

Page 2 of 2

Total Order Value £  
(exc VAT)

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