



# Department for Transport

SAP (UK) Ltd  
Clockhouse Place  
Bedfont Road  
FELTHAM  
Middx.  
TW14 8HD

Group Commercial Directorate  
Department for Transport (DfT)  
33 Horseferry Road  
Westminster  
London  
SW1P 4DR

Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)  
Your ref:  
Our ref: T IT 0302  
Date: 15/9/2021

Dear Supplier

## Contract Title – Provision of SAC Non-Prod

**Contract Ref TIT0302**

On behalf of the Secretary of State for Transport we accept your quotes, SAP Reference No. 3061837308 (QUOTE 029286000047) and 3061829295 (QUOTE 029286000046) for SAC Non-Prod as set out within the order form and shown below:

SAP Reference No. 3061837308

Payments will be made annually as set out in the tables above with the total contract value being £27,172.80 excluding VAT. The period of the contract will commence on 17 September 2021 and expire on 16 September 2024.

Your **invoice** should be submitted to the DfT Shared Services Centre, Finance & Procurement, 5, Sandringham Park, Swansea Vale, SWANSEA SA7 0EA which are embedded below.



SSA%20Invoice%20  
Guidance%20V2.doc

Any variation to the above shall not be without the written agreement of the Authority. If you have any queries regarding this order please contact me.

[REDACTED]

Please acknowledge your receipt acceptance of this letter by signing in the allocated space below and returning a signed electronic copy of the letter to me via email to

[REDACTED]

I look forward to hearing from you.

Yours sincerely

*Sent via email unsigned*

[REDACTED]  
**Commercial Relationship Manager  
Department for Transport**

[REDACTED]  
**On behalf of the Secretary of State for Transport**

