



Department
for Transport

Department for Transport
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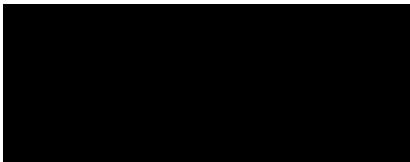
Date: 28/10/2022

Dear Supplier,

Procurement Reference: TROO0359 Transport Project Uncertainties

On behalf of the Secretary of State for Transport, DfT would like to accept your tender of 11 October 2022. The documents listed below form a binding contract between yourselves and the Department for Transport.

1. This award letter
2. TROO0359 Order Form
3. The listed Joint Schedules and Order Schedules contained within order form.
4. Your tender



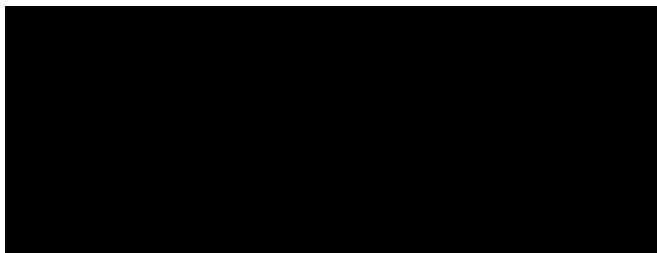
The contract shall commence on 31 October 2022 and will expire on 31 March 2023, with the option to extend for one month. The total contract value is up to £114,750 excluding VAT with DfT under no obligations to utilise the full amount.

You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods or services, under this contract. The Purchase Order Number for this contract will be provided as soon as possible. Invoices submitted to the Department must also quote the PO number and must be submitted in accordance with DfT's Invoicing Procedures (see Annex A).

The DfT Contract Owner will be [REDACTED] who can be contacted by telephone on [REDACTED] or via email at [REDACTED] to discuss arrangements for commencement of the contract.

Please acknowledge your acceptance of this letter by signing in the allocated space below and returning to [REDACTED] in a pdf format via email at [REDACTED]

I look forward to hearing from you.



By authority of the Secretary of State for Transport



ANNEX A

Invoicing Procedures

DfT's invoicing procedures are detailed below:

1. All invoices and/or credit notes must be an original document.
2. **Any correspondence/enquiries which are sent to the designated email address for invoices/credit notes and are not an original invoice and/or credit note will be deleted, with no action being taken.**
3. All invoices and/or credit notes will either need to be sent electronically as an attachment to an email or as a hard copy document through the post to the designated email or postal address listed below:

Email: Ssa.invoice@sharedservicesarvato.co.uk

Postal Address: Shared Services arvato
5 Sandringham Park
Swansea Vale
SA7 0EA

4. If an original invoice and/or credit note is sent electronically, then the same document **must not** be sent as a hard copy through the post and vice versa.
5. All electronics invoice and/or credit notes **must** be sent in a PDF format. Any documents which are received and are not in a PDF format will be deleted with no action being taken.
6. All invoices or credit notes must quote a valid Purchase Order number i.e. one that is in the format 8000XXXXXX. This will be found on the Purchase Order you receive.
7. A 10Mb maximum file size per email is applicable.
8. If the e-invoice is encrypted, this could result in the invoice being blocked by arvato email security filters.
9. The e-invoices **must not** include profanities, as these will also be blocked by arvato email security filters and may delay/stop the invoice being received.
10. You should not provide goods or services without receipt of a valid Purchase Order.
11. Do not undertake new work or supply goods or services in excess of the original Purchase Order Value.
12. If an incorrect Purchase Order number or no Purchase Order number is quoted the invoice will be returned to you. You will be able to handwrite the correct Purchase Order numbers on the invoices that are returned, however it is preferable that you change it on your system and reissue to ensure any future invoices are referenced correctly.
13. Credit notes should quote the Purchase Order number and your original invoice reference along with details of what the credit note applies to, particularly if it is not for the full value of the invoice.
14. Identify the business unit the invoice or credit note relates to e.g. DfT.
15. Shared Services arvato cannot be responsible for any e-invoice until it has been received. Responsibility for ensuring the e-invoice is received by arvato in a timely manner lies with the supplier.

All supplier invoices and payment enquiries must be directed to Shared Services arvato. If you contact the relevant business unit directly, they will direct you to Shared Services arvato.