

Schedule 31 (Buyer Specific Terms)

1. Definitions

NOT USED

2. Capital Assets

2.1. The Supplier shall not, without the prior written consent of the Buyer, use funds paid under this Contract wholly or partly to finance the purchase of any capital asset with a purchase price of £2,500 or more (exclusive of VAT) and with an expected life of more than one year.

2.2. The Supplier shall maintain an inventory of such items and shall provide the Buyer with a copy of such inventory if requested.

2.3. If the Supplier proposes to dispose of any asset falling within paragraph 2.1 during the currency of this Contract:

2.3.1. they shall consult the Buyer before doing so; and

2.3.2. on disposal they shall pay to the Buyer the Buyer's share of the value of that asset (as specified in paragraph 2.5).

2.4. On termination of this Contract, for whatever reason, the Supplier shall:

consult the Buyer over the proposals for disposal or retention of all assets falling within paragraph 2.1; and

unless the Buyer agrees to some other arrangement, pay to the Buyer the Buyer's share of the value of each of those assets (as specified in paragraph 2.5).

2.5. In Clauses 2.3 and 2.4, the Buyer's share of the value of an asset shall be calculated as follows. If the asset is disposed of during the currency of the Contract or within 3 months of termination of the Contract, at the best price reasonably available, the value shall be the proceeds of sale after deduction of necessary expenses of sale. Otherwise, the value of the asset shall be its open market value agreed between the Parties. In the absence of agreement on the value the Buyer may require the Supplier to have the asset valued at his or her own cost. In either such event, the Buyer's share of the value shall be the whole or a proportionate part of the value of the asset concerned according to the extent to which the cost of its purchase were met out of

Buyer's funds.

3. Invoicing

- 3.1. Invoices shall be submitted electronically by e-mail to be submitted electronically by e-mail to:

██████████

within 30 days of the end of the relevant invoicing date.

- 3.2. To request a statement, please email ██████████.

- 3.3. An invoice is only valid if it is legible and includes:

3.3.1. the date of the invoice

3.3.2. Supplier's full name and address

3.3.3. Contract reference number including the PO prefix

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3.3.4. the charging period

3.3.5. a detailed line level breakdown of the appropriate Charges including Deliverables provided or Milestones Achieved (if applicable)

3.3.6. days and times worked (if applicable)

3.3.7. Service Credits (if applicable); and

3.3.8. VAT (if applicable)

- 3.4. Invoices without a valid purchase order are now rejected by the Buyers e-invoicing solution. The Buyer no longer accepts paper invoices.

4. Property and Premises

NOT USED

5. Publicity and Branding

- 5.1. Each Party acknowledges to the other that nothing in this Contract either expressly or by implication constitutes an endorsement of any products or services of the other Party (including the Deliverables) and each Party agrees not to conduct itself in such a way as to imply or express any such

approval or endorsement.

- 5.2. The Buyer may disclose, copy and otherwise distribute to the public, including but not limited to, by way of the Open Government Licence, any information arising out of the Deliverables or comprised in any work relating to the Deliverables.

6. Project Outputs

NOT USED

7. Safeguarding Children and Vulnerable Adults

NOT USED