



KNOWLEDGEPOOL GROUP LIMITED
1st Floor,
Reading Bridge House
George Street
Reading Bridge House
Reading
RG1 8LS

Your vendor number with us
420921

Purchase order : 4500335704

PO number / date - please quote in all correspondence
4500335704 / 1000 / 05.01.2021

Helpdesk Telephone / Requestor's Name

REDACTED

Our VAT Registration Number:

GB888848043

Unless otherwise agreed this purchase order is subject

to the terms and conditions that can be found on the

following internet page:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/684546/Short_Form_Conditions_of_Contract.pdf

MHCLG Purchase order : 4500335704

Delivery Address

REDACTED
MHCLG
Fry Building
2 Marsham Street
London SW1P 4DF

INVOICING INSTRUCTIONS

Please forward your invoice, which must quote our purchase order number, to the address shown below. Failure to comply with this instruction might result in payment being delayed.

We can now also accept your invoice electronically. Send your invoice and any attachments as a pdf or tiff file to the following email address:-

CLGInvoices@communities.gov.uk

Only 1 invoice per email please.

MHCLG FSSD CP2P Team
4th Floor
High Trees
Hillfield Road
Hemel Hempstead
HP2 4XN

Item	Order qty	Unit	Price per unit	Net value	Curr
00010	32,000	each	1.00	32,000.00	GBP
Delivery date 05.01.2021					
Training Services 2020/21					
Order against contract CPD4120135 Item 00010					
CCS Framework RM3822					
Training Services for MS O365 and associated packages as per sourcing document, to be requested as needed.					
00020	42,000	each	1.00	42,000.00	GBP
Delivery date 01.04.2021					
Training Services 2021/22					
Order against contract CPD4120135 Item 00020					

If you are not already doing so, would you prefer to have future Purchase Orders sent directly to an email address? If so please send the email details to the following email address quoting the vendor number shown above:-

FSSD-VENDORS@communities.gsi.gov.uk



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Item	Order qty	Unit	Price per unit	Net value	Curr
Total net value excl. tax				74,000.00	GBP

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