



Intellectual
Property
Office

Purchase Order

Purchase Order Number:	PO 3011119
Order Revision Number:	0
Date:	29/08/2024

Supplier
Computeraid Ltd 4th Floor 11-12 Wind Street Swansea SA1 1DP

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

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

Contact Details for Purchase Order queries
Contact for Enquiries: [REDACTED] Contact Telephone: [REDACTED] Contact Email: [REDACTED]

Line No.	Quantity Ordered	Item Number and Description	Unit Price £	Line Value £
1		Microsoft 365 Practical Workshops Yr1 01/09/24 to 30/08/25	[REDACTED]	[REDACTED]
2		Microsoft 365 Practical Workshops Yr2 01/09/25 to 30/08/26	[REDACTED]	[REDACTED]
3		Microsoft 365 Practical Workshops Yr3 01/09/26 to 30/08/27	[REDACTED]	[REDACTED]

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

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Total Order Value £
(exc VAT)

132,300.00

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.

Intellectual Property Office Terms and Conditions indicated below will apply to this procurement and are attached / available upon request from the contact number as above.

Supplementary Conditions agreed as part of this order

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>