



## Department for Transport

### SAP (UK) Ltd

Clockhouse Place  
Bedfont Road  
Feltham, Middlesex  
TW14 8HD

FAO: [REDACTED]

\*SENT ELECTRONICALLY\*

[REDACTED]  
Commercial Manager  
Group Commercial Directorate  
Great Minster House  
33 Horseferry Road  
London SW1P 4DR  
Direct line:

Tel: [REDACTED]

Email: [REDACTED]

Web site: [www.dft.gov.uk](http://www.dft.gov.uk)

**Wednesday, 18 November 2020**

Dear [REDACTED]

DfT Contract Reference: **TRGF3095**

Contract Title: **SAP Training Courses**

1. On behalf of the Secretary of State for Transport, I accept your quote dated 20/10/2020 (attached for reference) for the above-mentioned Contract. This letter and the documents listed below form a binding contract between you and this Department;
2. The contract is to be let under SAP's general Terms and Conditions ("GTCs")  
<https://www.sap.com/about/trust-center/agreements/services/sap-professional-services.html?tag=agreements:general-terms-and-conditions/services-customer-direct-or-sap-as-prime&tag=region-country:europa/united-kingdom>
3. The maximum value of this contract is up to **£40,000.00** excluding VAT. This value shall not be exceeded.
4. This contract will run from **20 November 2020** to 31 **December 2021** for the provision of S4F10, SAPF41 and S4F20 SAP training and for the virtual delivery of, Implementing SAP Cash Management in SAP S/4HANA. Further details are specified in the attached scope/order form and quotations.

DFT S [REDACTED]

5. You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:  
[SSa.invoice@sharedservicesarvato.co.uk](mailto:SSa.invoice@sharedservicesarvato.co.uk)

Or by post to:

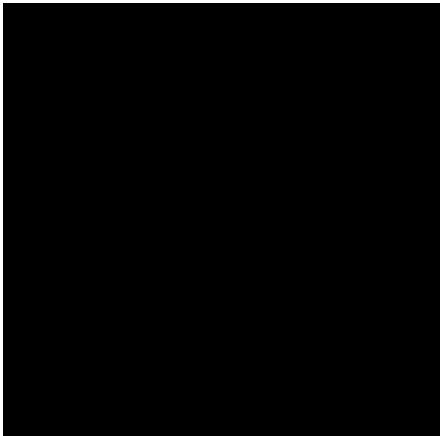
**Accounts Payable,  
Shared Services Arvato,  
5 Sandringham Park,  
Swansea Vale,**

**Swansea**  
**SA7 0EA.**

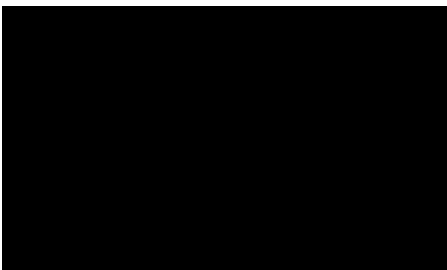
6. Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

The Contract Manager for this contract is 

If you, the supplier, **SAP (UK) Ltd** are content to enter into a binding contract with the Department for Transport (DfT), please sign and return a copy of this letter. This letter (including the documents referred to in it) and the copy you return will form the binding contract.

Signed	
Name	
Positio	
Date:..	

Yours sincerely,



**By authority of the Secretary of State for Transport**