



Department  
for Transport

Department for Transport  
Great Minster House  
33 Horseferry Road  
Westminster  
London  
SW1P 4DR

Steer Davies & Gleave Ltd  
28-32 Upper Ground  
London  
SE1 9PD

Date: 14 December 2022

Dear Supplier,

**Contract Title: Second HS1 Evaluation**  
**Contract Number: TROO0324**

I am writing about the agreement made on 11 February 2022 between the Department for Transport ("the buyer") and Steer Davies & Gleave Ltd ("the Supplier") regarding the above work package order.

This letter is to vary the contract in time only to extend the contract from 31 December 2022 to 31 March 2023. The value of the contract remains up to £185,230 excluding VAT.

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 Appendix 1).

Finally, please acknowledge receipt of this letter by signing in the allocated space below and returning to me in a pdf format via email

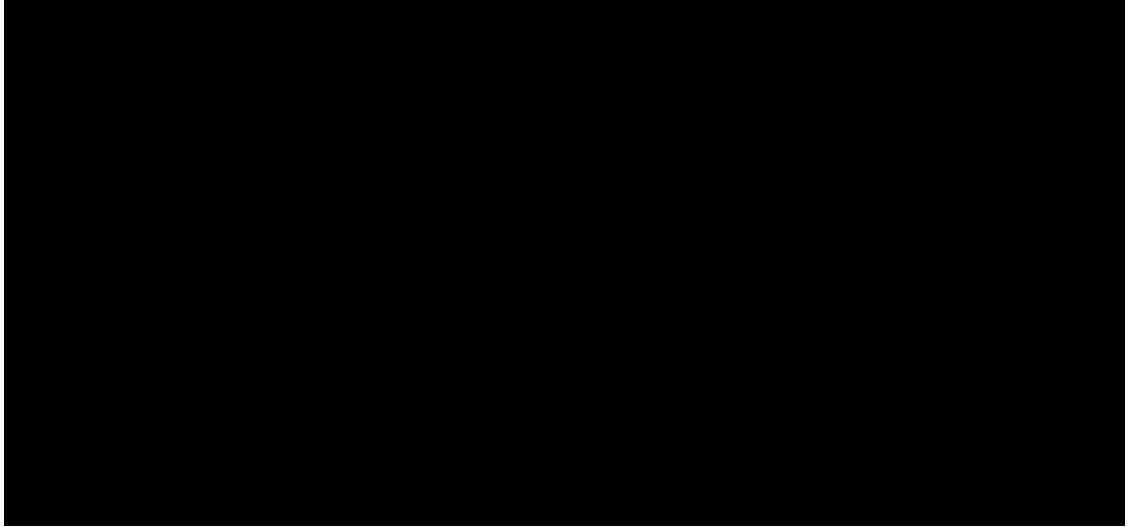
I look forward to hearing from you.

Yours sincerely

**Commercial Relationship Advisor**  
**By Authority of the Secretary of State for Transport**



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## Appendix 1

### 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](mailto: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.**