sopra steria

Order No. PO80832

Version Number: 1
Internal Version: false
Issued on 6-Mar-2015
Created on 6-Mar-2015 by FOAD, Mr. IAN IAN

Supplier:
SAS Software Ltd
Wittington House - Henley Road - Medmenham
Marlow
SL7 2EB
United Kingdom
Phone: 440 1628 404141
Fax: 4401628 404348
Contact: Caroline Franks

Ship To:	Bill To:
Sopra Steria Limited	Sopra Steria Limited
Three Cherry Trees Lane	Accounts Payable PO Box 377
Hemel Hempstead	Manchester
HP2 7AH	M14 0WN
United Kingdom	United Kingdom
Phone: 440870 600 4466	
Fax: 4401442 554335	
Deliver To:	Department: DPA554
Ian Foad	

Supplier Email: Caroline.Franks@sas.com

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	FCA Account - SAS Training - Server/System		Each/Unité/Stück	1	3-Jun-2015	£15,970.00 GBP	£15,970.00 GBP

Description: FCA Account - SAS Training
- Server/System Admin
- Application Admin
- Application Upgrade

Requisition Line Number: 1
Requester: FOAD, Mr. IAN IAN
PR No.: PR101735
Supplier Payment Terms: Net 30

Total £15,970.00 GBP

Comments

Invoicing Terms And Conditions of Purchase:
All invoices must quote the applicable PO numbers. Failure to do so may delay payment. A delivery note should accompany all deliveries. If you are Tungsten (OB10) enabled then send your electronic invoice using your Tungsten (OB10) Network Buyer Account or via the Tungsten (OB10) web portal.
Legal Terms And Conditions of Purchase:
Acceptance of this Purchase Order by the Supplier constitutes a binding contract between Sopra Steria Limited and the Supplier.
This Purchase Order will be governed by Sopra Steria Limited terms and conditions, a copy of which is available at:
http://www.soprasteria.co.uk/group/working-with-suppliers
Sopra Steria Limited will not be bound by any terms and conditions imposed by the Supplier unless they are intentionally and expressly agreed in writing, or if alternative governing terms and conditions are stated above.

Registered Office: Three Cherry Trees Lane, Hemel Hempstead, Hertfordshire, HP2 7AH
Co Reg: 04077975 VAT no: GB207950555

Think Green on Waste!

Please provide in your data file all of the fields currently on your paper invoice and additionally note the following requirements for this particular buyer, failure to do so may cause delay in payment processing:

sopra steria

List of fields that must be supplied by a Supplier (in addition to Tungsten's mandatory list):

Header level	Comments
Mandatory:	
Purchase Order Number	This must be included on all invoices and credit notes or your invoice/credit note will be rejected by Tungsten. This number is provided on your Sopra Steria Purchase Order. Valid Sopra Steria Purchase Orders begin with '9000' or 'SXU'.
Invoice Currency	This must be the same as provided on your Sopra Steria Purchase Order or it will be rejected by Sopra Steria.
Ship to Address	This is not the same as the invoice to address, but the delivery address where the goods/services are physically delivered to. This will be included on your PO.
Preferred:	
Delivery Note Number	If you have a Delivery Note Number then please provide this on your invoice.
Original Invoice Number	Used only if you are issuing a credit note to Sopra Steria. Please enter the original invoice number the credit note refers to. (If your invoice has been rejected by Sopra Steria then please do not send a credit note but send a new invoice)

Line level	Comments
Mandatory:	
Purchase Order Number	If your invoice relates to multiple Sopra Steria Purchase Orders then the Purchase Order number is mandatory for each invoice line. If the invoice relates to a single line Purchase Order then the PO Number is suffient at Header Level.
Unit of Measure (UOM)	Must always be 'Each'
Tax Type	Sopra Steria will only accept invoices with VAT at : 1. Standard rate (currently 20%), 2. Zero rate 3. Exempt from VAT
Unit Price	Sopra Steria require the Unit Price to be identical to that quoted on the Purchase Order.
Preferred:	
PO Line Number	It is stongly preferred that this should match that shown on the Sopra Steria Purchase Order (see 'Example PO') and will be in the format 1, 2, 3 etc.
Quantity	Sopra Steria require the quantity provided in the invoice to be identical to that quoted on the Purchase Order. This will enable us to automatch your invoice for payment. If possible please do not breakdown the purchase order line (e.g. for a purchase order with line of quantity 1 X £1000 unit price do not invoice 2 X £500 unit price).
Product Description	Sopra Steria would prefer for the Product Description to be identical to that quoted on the Purchase Order with any additional description of goods/services entered in the "Additional Information" field.
Freight	Freight costs will only be accepted if already existing as a line item on your Sopra Steria Purchase Order

Notes	
Zero value invoice lines	Please do not send zero value invoice lines to Sopra Steria.