



PURCHASE ORDER: SG989114

* Confirming Order - Do Not Duplicate *

Buyer St Andrew's House Regent Road Edinburgh, Scotland EH1 3DG	Order Date 30 Sep 2020	Invoice To Scottish Government Area 1D North, Victoria Quay Email Invoices To: [REDACTED] EDINBURGH, EH6 6QQ
Supplier New Ricoh UK Ltd 800 Pavillion Drive Northampton Business Park Northampton, NN4 7YL	Order Contact Name: [REDACTED] Phone: [REDACTED]	Delivery [REDACTED] The Scottish Government, Horticulture and Marketing Unit Administration Block, Fruit Market Blochairn Road GLASGOW, G21 2UW

Delivery Information

Order Type:	Direct Ship
Carrier:	Not Selected -Not Selected
FOB - Delivery Terms:	Not Selected -Not Selected

Payment Information

Customer Number:	New Ricoh UK Ltd
Payment Terms:	Net 30

Additional Order Information

SG VAT Number:	GB 888 8425 51
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Comments Order Comment: Delivery contact - [REDACTED] second contact - [REDACTED]

Line	Item Type	Item No	Manufacturer No	UOM	Pack Size	Qty	Unit Price	VAT Type	Extended
	Description							Est VAT	Amt
1	Non-Catalogue	418314		Each		20	[REDACTED]	ST 20	[REDACTED]
	IM C4500 45ppm A3 Colour Digital MFP. Contract Ref Procurement Scotland Framework SP-16-013. Copy, Print Scan. Copy Costs A4 Mono [REDACTED], A4 Colour [REDACTED]								[REDACTED]
2	Non-Catalogue	418349		Each		20	[REDACTED]	ST 20	[REDACTED]
	Paper Feed Unit - type PB3280: 2x 550 sheet paper tray with 60 - 300gsm paper. Cannot be fitted with PB3270, PB3290 or low cabinet 54								[REDACTED]
3	Non-Catalogue	unknown		Each		20	[REDACTED]	ST 20	[REDACTED]
	EO5/EE5: Embedded Device 3Y, NUKEQASM – EO5/EE5: 3 Year Support, 964448 - USB Card Reader (Mifare), Software Installation Configuration – Per Hour, Equitrac Office Suite Core Software, VAT CONFIG+INSTALL SERV, Equitrac support services								[REDACTED]
4	Non-Catalogue	418410		Each		20	[REDACTED]	ST 20	[REDACTED]
	VM Card Type 37 for 3rd party solution integration.								[REDACTED]
5	Non-Catalogue	418397		Each		20	[REDACTED]	ST 20	[REDACTED]
	Memory Unit Type 37 YOU MUST ORDER WITH ANY DEVICE RUNNING EMBEDDED SOLUTIONS.								[REDACTED]

Total Extended Amount: [REDACTED]

Total Estimated VAT: [REDACTED]

Estimated Gross Amount: [REDACTED]

VAT Types

Key	Description	Estimated VAT
ST 20	ST 20	[REDACTED]

Please take time to read the following:

The Terms & Conditions that apply, and form part of this Purchase Order (PO), are found at <http://www.gov.scot/proc-terms>

Getting paid where a PO is used

When placing a PO for goods, services or works with a supplier the Scottish Government (SG) and its partner organisations must issue a uniquely numbered PO.

Suppliers should not accept any order without a PO number.

This will comply with the SG's rules around placing POs and better ensure that suppliers are paid promptly in line with the SG's commitment to pay its suppliers within 10 working days.

This number must also be quoted on the supplier's paperwork, delivery notes, invoices and sent to the address quoted on the PO.