

Royal Berkshire  NHS Foundation Trust			Buyer Name C Hunter procurement.admin@royalberkshire.nhs.uk Buyer Number			Purchase Order Date 07-JUL-20		Purchase Order	
VIAMED 15 STATION ROAD CROSS HILLS KEIGHLEY, BD20 7DT			Deliver to WAG007 Delivery between 8.30 and 16:00, Mon. to Fri IFFLEY WARD MATERNITY BLOCK, LEVEL 4 ROYAL BERKSHIRE HOSPITAL, LONDON ROAD READING, BERKSHIRE RG1 5AN			Page Number 1 of 2		Order Number 3506335	
						Revision Number 0			
						Invoice to: ACCOUNTS PAYABLE ROYAL BERKSHIRE NHS FOUNDATION TRUST PRINCES HOUSE, LEVEL 1, LONDON ROAD, READING, BERKSHIRE RG1 5UZ UNITED KINGDOM			
Tel 01535 634542 Fax 01535 635582						Email accountspayable@royalberkshire.nhs.uk			
Notes to supplier						Settlement terms Payment due within 30 Days			
QTY	Unit of Purchase	Description	Supplier Item code	Req. No	Contract Reference Number	Unit price exc VAT £	Value exc VAT £	VAT £	Required delivery date
2	BOX	1114015 NeoMask large Phototherapy eye Mask		4592989		34.50	69.00	13.80	03-JUL-20
2	BOX	1114016 NeoMask medium Phototherapy eye Mask pack of 20		4592989		33.00	66.00	13.20	03-JUL-20
							Total Order Value	135.00	27.00

Notes

- This order is subject to the current NHS standard Terms & Conditions of Contract (copies available on request).
- A delivery note must accompany each delivery of goods. All goods to be delivered between 08:30 and 16:00 Monday to Friday unless otherwise stated.
- The above order number must be quoted on all delivery notes, invoices and correspondence. Failure to do this may result in a delay in payment.
- Each invoice submitted must refer to one order number only. Failure to address invoices correctly as stated on this order will result in a delay in payment.
- No changes to this order will be accepted unless specifically agreed by the Procurement department. No price alterations will be agreed if they have previously been accepted against a tender or quotation.

Addendum to NHS conditions of contract for the purchase of goods

42. Additional Clauses regarding Payment and Purchase Orders (2013)

- 42.1 Notwithstanding any other provisions of this Contract, the Authority shall only be liable to pay the Contractor where the Contractor has submitted an invoice in accordance with the provisions of Clause 4 above. For the avoidance of doubt, if the Contractor has not obtained a Purchase Order Number in accordance with the Purchase Order Procedure below, and/or where the specified value for that Purchase Order Number has been exceeded, the Authority shall not be liable to pay any such invoice until the Purchase Order Number has been obtained.
- 42.2 Where the Authority is not liable to pay an invalidly presented invoice pursuant to Clause 42.1 above because the Contractor has not complied with the Purchase Order Procedure, then the Contractor will not be entitled to refuse to provide further Goods or to impose any credit hold on the Authority purely as a consequence of the Authority exercising its rights under the clause above

43. Purchase Order Procedure

- 43.1 Prior to the provision of the Goods, the Contractor shall request a Purchase Order Number from an authorised member of the Authority. The Authority shall issue the Purchase Order Number promptly in writing (which includes by email). If the Authority fails to issue a Purchase Order Number within 2 days of the Contractor's request, the Contractor should refer the matter to the Authority's Requisitioner