

PURCHASE ORDER

PO Number:	PO-2024-08756	Date:	15 November 2024
Vendor ID:	VEN-12849	Payment Terms:	Net 30
Requisition:	REQ-2024-3421	Delivery Date:	30 November 2024

VENDOR:

TechSupply Solutions Ltd.
128 Industrial Parkway
Manchester M15 4PS
United Kingdom
VAT: GB-987654321

SHIP TO:

GlobalTech Industries
Procurement Department
45 Business Park Road
Birmingham B37 7YN
United Kingdom

LINE ITEMS:

Item	Description	Qty	Unit Price	Total
1	Dell Latitude 5540 Laptop Intel i7, 16GB RAM, 512GB SSD SKU: DELL-LAT-5540	25	£849.00	£21,225.00
2	HP LaserJet Pro M404dn Printer Monochrome, Duplex, Network SKU: HP-LJ-M404DN	5	£285.50	£1,427.50
3	Microsoft Office 365 Business 1-Year Subscription License SKU: MS-O365-BUS	25	£89.99	£2,249.75
4	Cisco SG350-28P Switch 28-Port Gigabit PoE Managed SKU: CISCO-SG350-28P	2	£425.00	£850.00

Subtotal: £25,752.25

VAT (20%): £5,150.45

Shipping: £125.00

TOTAL: £31,027.70

TERMS & CONDITIONS:

- Payment due within 30 days of invoice date.
- All items must be delivered to the specified address by the delivery date.
- Vendor warrants all products are new and covered by manufacturer warranty.

4. Any defective items must be replaced at no additional cost.
5. This purchase order is subject to our standard terms and conditions.

Authorized By:

Date:

15/11/2024

Sarah Mitchell

Procurement Manager