



# PURCHASE ORDER: NFE14337286

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| <b>Buyer</b><br>NHS GRAMPIAN<br>SUMMERFIELD HOUSE<br>EDAY ROAD<br>ABERDEEN, GRAMPIAN AB15<br>6RE | <b>Order Date</b> 4 Jul<br>2024  | <b>Invoice To</b><br>NHS GRAMPIAN<br>FINANCE DEPARTMENT, WESTHOLME, WOODEND HOSPITAL,<br>EDAY ROAD<br>nss.pdfinvoicegrampian@nhs.scot (pdf only)<br>ABERDEEN, AB15 6LS |
| <b>Supplier</b><br>Aberdeen Blind Company<br>32 Esslemont Avenue<br>Aberdeen, 75450              | <b>Order Contact</b><br>Name: Steven Legge<br>Phone: -<br><a href="mailto:steven.legge@nhs.scot">steven.legge@nhs.scot</a> | <b>Delivery</b><br>Steven Legge<br>-<br>NGHB ESTATES DEPT WOODEND<br>WOODEND HOSPITAL<br>EDAY ROAD<br>ABERDEEN, GRAMPIAN AB15 6XS                                      |

## Delivery Information

|                              |                           |
|------------------------------|---------------------------|
| <b>Order Type:</b>           | Direct Ship               |
| <b>Carrier:</b>              | Best Way -Normal Delivery |
| <b>FOB - Delivery Terms:</b> | Delivered -Allowed        |

## Payment Information

|                         |           |
|-------------------------|-----------|
| <b>Customer Number:</b> | Not Known |
| <b>Payment Terms:</b>   | Net 30    |

| Line | Item Type   | Item No | Manufacturer No | UOM  | Pack Size | Qty | Unit Price | VAT Type | Extended Amt |
|------|---|---------|-----------------|------|-----------|-----|------------|----------|--------------|
|      | Description   |         |                 |      |           |     |            |          |              |
| 1    | Non-Catalogue   | unknown |                 | Each |           | 1   | £122.00    | SI       | £122.00      |
|      | Room 16 89mm Vertical Blinds complete with sealed in weights, no chains at bottom of louvres. Fabric: Ex-lite<br>Colour: Burgandy     |         |                 |      |           |     |            |          |              |
| 2    | Non-Catalogue   | unknown |                 | Each |           | 1   | £122.00    | SI       | £122.00      |
|      | Room 14 1no 89mm Vertical Blinds complete with sealed in weights, no chains at bottom of louvres. Fabric: Ex-lite<br>Colour: Burgandy |         |                 |      |           |     |            |          |              |

|                               |         |
|-------------------------------|---------|
| <b>Total Extended Amount:</b> | £244.00 |
|-------------------------------|---------|

## VAT Types

| Key | Description            |
|-----|------------------------|
| SI  | SI - STD IRRECOVERABLE |

## Terms & Conditions of Purchase:

- This Purchase Order is subject to NHS Scotland Standard Conditions of Contract for the Purchase of Goods or Services.
- The prices detailed in this Purchase Order are fixed and firm for the duration of this order and not subject to any escalation.  
If the Supplier finds any discrepancies, ambiguities, or contradictions between various parts of this Purchase Order, or any errors or omissions, the Purchaser shall be immediately informed in writing. Any work performed after such discovery, until authorised in writing by Purchaser, will be at the Supplier's risk and expense.
- Payment shall be effected within 30 days from receipt of a satisfactorily rendered full and correct invoicing documentation and fulfilment of supplier's obligations under this Purchase Order, unless agreed otherwise between Purchaser and Supplier.  
Packages containing fragile articles must be packed with special precaution against risk of breakage and marked "fragile - handle with care". Supplier is responsible for suitable inner packing and wrapping of items. Supplier is responsible for the identification of any hazardous materials, which may be included with delivery of goods. Delivery must be made in strict accordance with the Health and Safety at Work Act 1974 and all sub ordinate legislation such as Control of Substances Hazardous to Health Regulations (COSHH) and Manual Handling Regulations latest revisions.

6. Goods must be received between 0900 and 1530 hours Monday to Thursday; and 0800 and 1500 hours Friday. The Purchaser shall not be responsible for any costs for re-delivery of goods as a result of delivery being made out with these receiving hours.  
The correct delivery address for delivery and invoicing shall be stated on this Purchase Order. Any changes to delivery/ invoice requirements shall be covered by way of revision to this Purchase.
7. The Purchaser will not accept any responsibility for goods or invoices delivered to any point other than stated on this Purchase Order, unless covered by the issue of a revision to this Purchase Order.
8. Supplier must comply with the units of supply stated on this Purchase Order. Any changes must be covered by way of a revision to this Purchase Order.
9. NHS Grampian's Purchase Order Number must be stipulated on all invoices, advice notes, delivery notes, acknowledgements and all other relevant documentation. Failure to comply with these requirements may result in the non-acceptance of goods or return of invoice.
10. Invoices for goods delivered direct to the end user, as opposed to via Central Stores Complex, Foresterhill Road, Aberdeen, must be accompanied by a signed delivery note. Failure to comply with these requirements, may result in invoice payment delays.