

Hi

Please see confirmation in the email attached I sent over on Friday and re-sent yesterday.

The hotel vouchers need to be presented on arrival at both hotels as proof that CT Trade Missions have pre-paid for the accommodation inclusive of service, tax and breakfast buffet. Any incidentals such as meals, laundry, phone calls etc. should be paid directly to the Hotel on departure.

The hotels have both been informed of Kirsty Williams position as a Cabinet Secretary and the delegation has been booked as VIP.

Regards

Jo

From: PS Cabinet Secretary for Education
Sent: 21 November 2017 12:18
To:
Cc: PS Cabinet Secretary for Education
Subject: RE: Purchase Order Number: 0020254336

Thanks

Do you have confirmation of the bookings please?

Senior Private Secretary to Kirsty Williams AM
Prif Ysgrifennydd Preifat I Kirsty Williams AC
Cabinet Secretary for Education / Ysgrifennydd y Cabinet dros Addysg
Cabinet Division / Is-adran y Cabinet Welsh Government / Llywodraeth Cymru

☎ **Tel / Ffôn:** 03000258783 or 07896044393

✉ **E-mail / Ebst:** PS.CabSecEducation@gov.wales



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From:
Sent: 21 November 2017 12:13
To:
Cc: PS Cabinet Secretary for Education
Subject: RE: Purchase Order Number: 0020254336

Brilliant, thanks

I'll be in touch with the invoice for payment after the visit. CT usually send details a week or so afterwards.

Regards

From:
Sent: 21 November 2017 12:07
To:
Cc: PS Cabinet Secretary for Education
Subject: RE: Purchase Order Number: 0020254336

Hi– this should be the correct PO. Please ignore the VAT as the system can only handle the standard rate.

Cheers

From:
Sent: 21 November 2017 11:25
To:
Subject: RE: Purchase Order Number: 0020254336

Thanks

From:
Sent: 21 November 2017 10:46
To:
Cc: PS Cabinet Secretary for Education
Subject: RE: Purchase Order Number: 0020254336

Hi – sorry that was supposed to be the revised one. I'll chase finance now

Thanks

From:
Sent: 21 November 2017 09:40
To:
Cc: PS Cabinet Secretary for Education
Subject: RE: Purchase Order Number: 0020254336

Hi

You did send over the PO but the amount is incorrect. Please see email attached with the correct costs, can the PO please be updated otherwise this will cause problems with the payment when the invoice is received.

Any problems, please let me know.

Thanks

From:
Sent: 21 November 2017 08:57
To:
Cc: PS Cabinet Secretary for Education
Subject: RE: Purchase Order Number: 0020254336

Hi – sorry I thought I had sent it to you. Here you go

Thanks

From:
Sent: 20 November 2017 16:37
To:
Subject: FW: Purchase Order Number: 0020254336

Hi

Has the PO amount been amended please?

Thanks

From:
Sent: 20 November 2017 16:34
To: PS Cabinet Secretary for Education;
Cc:
Subject: RE: Purchase Order Number: 0020254336

Hi

The rooms have been booked and confirmed. We will receive an invoice from CT after the visit has taken place for payment to be processed which I will send through to you and

Not sure you've had sight of the email I sent on Friday with the hotel vouchers for the Cab Sec and the delegation? Please see attached.

Regards

From: PS Cabinet Secretary for Education
Sent: 20 November 2017 16:19
To:
Cc: PS Cabinet Secretary for Education;
Subject: RE: Purchase Order Number: 0020254336

Have the rooms been paid for now please?

thanks

Senior Private Secretary to Kirsty Williams AM
Prif Ysgrifennydd Preifat I Kirsty Williams AC
Cabinet Secretary for Education / Ysgrifennydd y Cabinet dros Addysg
Cabinet Division / Is-adran y Cabinet Welsh Government / Llywodraeth Cymru

 **Tel / Ffôn:**

 **E-mail / Eboost:** PS.CabSecEducation@gov.wales

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From:

Sent: 16 November 2017 15:27

To:

Cc: PS Cabinet Secretary for Education;

Subject: RE: Purchase Order Number: 0020254336

Thanks – sorry we will sort this out in the morning

From:

Sent: 16 November 2017 15:16

To:

Cc: PS Cabinet Secretary for Education

Subject: RE: Purchase Order Number: 0020254336

Hi

Thanks for raising the PO for the hotel costs. I've noticed the amount on the PO is incorrect.

The PO has been raised for:

Net Total: £3,281.27

VAT: £656.25

Total (including VAT): £3,937.52

The correct costs are below, sorry I should have broken down the total costs to show you the VAT contribution:

The total cost per person:

Hotel Nikko Saigon - £206.56 per night x 2: £413.12

Movenpick Hotel Hanoi - £166.42 per night x 3: £499.26

CT Delegate Fee: £60.00

VAT: £12.00

Total (including VAT): £984.38 per person

Total cost for 4 rooms for the duration of the visit:

Net Total: £3,889.52

VAT: £48.00

Total (including VAT): £3,937.52

Can the amounts be updated on the PO please.

Thanks

-----Original Message-----

From:

Sent: 16 November 2017 11:39

To:

Cc: PS Cabinet Secretary for Education

Subject: FW: Purchase Order Number: 0020254336

Hi -PO as discussed. Please let me know if you need anything further

Regards

Carl

-----Original Message-----

From:

Sent: 16 November 2017 11:03

To:

Subject: Purchase Order Number: 0020254336

Please note the attached Purchase Order Number: 20254336 has been forwarded to CT GROUP TRAVEL for action.