

Hi – are we splitting this bill with xxxx and xxxx please?



Invoice 66467.pdf

<<Doc 35>>

Thanks

**From:**  
**Sent:** 28 November 2017 17:25  
**To:**  
**Cc:** PS Cabinet Secretary for Education  
**Subject:** RE: Purchase Order Number: 0020254336

Hi

Please see attached the invoice relating to the rooms booked in Vietnam for the Cab Sec and her delegation. Grateful if the payment could be processed as soon as possible please.

Thanks

**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.



PO0020254336.pdf

<<Doc 36>>

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 Carl.

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

Jo,

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 / Epost:** [PS.CabSecEducation@gov.wales](mailto: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:** Roberts, Carl (OFMCO - Cabinet Division)  
**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

-----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.