



Alvin Teng <alvin.teng@rentokil-initial.com>

Purchase Order : PO/30800

1 message

noreply@neu.workflownotification.com <noreply@neu.workflownotification.com>

24 January 2019 at 17:16

To: alvin.teng@rentokil-initial.com

Cc: singapore.onefullerton@regus.com, maxime.bourlet@sword-group.com

Dear Partner,

Following the Purchase Request submitted from our cost center **Singapore One Fullerton** about the following Cost Category (see details below) on **1/23/2019 10:13:49 AM**; we would like to inform you that the Request has been **APPROVED**, with the following Purchase Order number **PO/30800**.

Please see below the details of the request:

- **Non Contractual Cleaning Cost**
- **Pest Control Cleaning**

Also we have informed the our Team at the Center about the approval.

We would like to remind you; all delivery and invoice must include the following information:

- Purchase Order number : **PO/30800**
- Center name : **Singapore One Fullerton**
- Center number : **1369**
- Legal entity name : **Regus Management Singapore Pte Ltd**
- Center address : **1 Fullerton Road #02-01 - One Fullerton - Singapore - 049213 - Singapore - Singapore**

and the necessary legal tax information.

Subsequently, sending invoices with the correct PO number to the right email address may avoid possible delays in payment.

Please send your invoice with the PO number and correct billing information to the correct AP email address **apinvoices.SG.1369@regus.com** to help us process your invoice in a timely manner.

For any issue regarding accounting, billing or payment issue, please contact us at the following email address **apinvoices.SG@regus.com**, our dedicated Accounts Payable Team will do the best to assist you.

For any delivery or center issue or detail, please contact us at the following email address **singapore.onefullerton@regus.com**, our dedicated team will do the best to help you.

Please acknowledge receipt of this communication. Thank you for your support and understanding of our Purchase Request process.

Kind regards,

IWG team

2 attachments**Supplier_Terms_and_Conditions.pdf**
298K**Rentokil- Regus Management Singapore Pte Ltd - 1 Fullerton Road - 02-01, One Fullerton.pdf**
130K