

**PURCHASE ORDER# 101354498** from Microsoft s.r.o. The Purchase Order number (PO no) and the Microsoft contact name must appear on all shipping documents, Invoices and correspondence Microsoft s.r.o.

**ČÍSLO OBJEDNÁVKY # 101354498** od společnosti Microsoft s.r.o. Číslo objednávky (PO číslo) a kontaktní osoba ze společnosti Microsoft s.r.o. musí být uvedena na veškeré dokumentaci, fakturách a korespondenci ke společnosti Microsoft s.r.o.

### Order details/ Detail Objednávky:

Order #/ Objednat: 101354498

Totalcost/Cena celkem: 230,000.00 CZK

Company Code/ Zákoník společnosti: 1038

Project Name/ název projektu: AI workshops AI newsletter Copilot message

| Line Item | Delivery Date | Part Number | Description                            | Qty.  | Unit | Price     | Ext. Price | Purchase Classification      | Note | Account | CC/IO   |
|-----------|---------------|-------------|----------------------------------------|-------|------|-----------|------------|------------------------------|------|---------|---------|
| 1         | 30/06/2025    |             | AI skilling workshop                   | 10.00 | EA   | 18,000.00 | 180,000.00 | 60101100 - Learning Delivery |      | 724117  | 5317484 |
| 2         | 30/06/2025    |             | 2 skilling articles related to Copilot | 2.00  | EA   | 25,000.00 | 50,000.00  | 60101100 - Learning Delivery |      | 724117  | 5317484 |

### Bill to Address/ Fakturační adresa:

MICROSOFT s.r.o.

Vyskočilova 1561/4a, 14000 Praha

### Invoicing data/ Fakturační údaje:

IČ: 47123737

DIČ: CZ47123737

(Městský soud v Praze, Oddíl C, vložka 12821)

### Microsoft contact/ Kontakt na Microsoft:

Contact name/ Kontaktní jméno: [REDACTED]

Email: [REDACTED]

Phone/Teléfono: [REDACTED]

### Delivery address/ Dodací adresa:

Name/název: [REDACTED]

Email: [REDACTED]

Phone/Teléfono: [REDACTED]

Company/Společnost: Microsoft s.r.o.

Address/Adresa: Vyskočilova 4

PRAGUE 4 - LHOTKA

CZ 142 00

Building/Room:

Shipping comment/ Další komentář:

## Supplier details/Detaily dodavatele:

Your supplier number/íslo dodavatele: 0003042561

Supplier name/Jméno dodavatele: Univerzita Palackého v Olomouci

Address/Adresa:

Křížkovského 511/8

771 47 Olomouc

CZ

Contact name/ Kontaktní osoba:

Contact phone/Kontaktní telefon:

Email: [REDACTED]

## Please send all invoices to:

Supplier will invoice Microsoft using [SupplierWeb \(microsoft.com\)](https://supplier.microsoft.com). The Microsoft invoicing process is an electronic invoice submission process. SupplierWeb is a web-based application, provided by Microsoft to its payees, which allows payees to submit electronic invoices directly to Microsoft. The SupplierWeb tool supports electronic invoice submissions via direct entry or through OneClick Invoice upload, a cutting-edge AI solution that revolutionizes the way we do modern day invoicing. Please ensure there is only one Purchase Order per invoice.

In the event the payee is unable to submit invoice(s) via [SupplierWeb](https://supplier.microsoft.com), payee can get help from Finance Digital Assistant (FDA) using the "I need help!" button at the bottom right corner of the screen or open a ticket with Microsoft Accounts Payable.

## Supplier Links

### Terms & Conditions

Supplier will provide the above Goods, Services or Deliverables in accordance with the applicable Microsoft Purchase Order Terms & Conditions under the following link:

<https://www.microsoft.com/en-us/procurement/contracting-terms-conditions.aspx>

### Supplier Code of Conduct

Suppliers and their employees, agents, and subcontractors (collectively referred to as "Suppliers") must adhere to the Supplier Code of Conduct Policy while conducting business with or on behalf of Microsoft. The current Supplier Code of Conduct can be found under the following link:

<https://aka.ms/scoc>

### SupplierWeb

Supplier Web is the new centralized portal for all suppliers working with Microsoft globally providing a consolidated overview of your supplier Information including status of Purchase Orders, Invoices, and Payments. **Please make sure your profile is updated on this portal, especially the bank account which we will release the payment to.** In the event support is needed, access the Finance Digital Assistant (FDA) using the "I need help!" button at the bottom right corner of the screen for self-help topics or to open a support ticket.

<https://supplier.microsoft.com>

24.5.2025 [REDACTED] 26.5.2025 [REDACTED]  
Akceptujeme objednávku.

## Privacy Link

Microsoft Privacy Statement

<http://go.microsoft.com/fwlink/?LinkId=521839>