



Currys plc
Acton Campus
1 Portal Way, London, W3 6RS
W: www.currys.co.uk

Currys Goods Not for Resale Supplier Payment Guide

Purchase Orders

All invoices received must quote a valid Currys PO number, a 10-digit number starting with a "5". Each invoice must be submitted detailing one PO number, we will not accept multiple PO numbers per invoice.

Invoicing

The following mandatory information is required on your invoices:

PO number in format 5xxxxxxxxx
Quantity of each product
Price of each product
Currency
Delivery address
Department number / Store ID (reference)
Contact person

All invoices must be raised with the relevant country's VAT requirements.
For invoices with multiple lines, each line should match the details on the original PO.

Should your invoice be submitted without the above information, our Accounts Payable team will return it with a covering note outlining our policy and requesting a PO number from you, therefore delaying the payment process. Where the invoice date precedes the PO date, the invoice will also be returned. You must have a PO before you deliver any goods/services. In these instances, the invoice must have a credit note applied and a new invoice re-issued under a separate invoice number and submitted with the correct information to be processed for payment. We will not accept an invoice that has been manually changed.

Invoice address

Invoices must be submitted electronically via APInvoices@currys.co.uk
Invoices received by post or to any email account other than the above will not be processed.

Account queries

If the invoice does not match to the PO in either price or quantity, or the order is unreceipted the invoice will be put on hold pending resolution.

You can request status information and send statements for reconciliation purposes to AP:
SupplierQueries@currys.co.uk

Currys	Currys Business	iD Mobile	Mobiles.co.uk	E2savemobiles
Elkjøp	Phone House	El Giganten	Gigantti	Kotsovolos



Company details

You should refer to the PO to ensure your invoice is correctly addressed. Incorrectly addressed invoices will be rejected.

Company name: **Currys Group Limited**

Registered address: 1 Portal Way London W3 6RS

Invoice address: 1 Portal Way London W3 6RS

UK Company registration: 504877

UK VAT number: GB226 659 933

Company name: **Currys Ireland Limited**

Registered address: 3rdFloor Office Suite, Omni Park SC, Santry, Dublin 9, Ireland.

Invoice address: 1 Portal Way London W3 6RS

IE Company registration: 259460

IE VAT number: IE8259460C

Company name: **Currys Retail Limited**

Registered address: 1 Portal Way London W3 6RS

Invoice address: 1 Portal Way London W3 6RS

UK Company registration: 2142673

UK VAT number: GB 927 2265 20

Company name: **ID Mobile**

Registered address: 1 Portal Way London W3 6RS

Invoice address: 1 Portal Way London W3 6RS

IE Company registration: 2142673

IE VAT number: GB 927 2265 20

For any accounts payable queries please contact:

SupplierQueries@currys.co.uk

[Tel: +44 \(0\)207 155 1390](tel:+44(0)2071551390)