



**Currys plc**  
Acton Campus  
1 Portal Way, London, W3 6RS  
W: [www.currys.co.uk](http://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 stating one PO number only, we will not accept multiple PO numbers on one 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

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.

### Invoice address

Invoices must be submitted in pdf format to [APInvoices@currys.co.uk](mailto:APInvoices@currys.co.uk). A multi-page invoice can be sent in one document, but multiple invoices should be split across different documents.

Invoices received by post or to any other email address will not be processed.

### Account queries

If the invoice does not match to the PO in either price or quantity, or the purchase order has been fully invoiced, your invoice will be returned unpaid.

You can request status information and send statements for reconciliation purposes to AP:

[SupplierQueries@currys.co.uk](mailto:SupplierQueries@currys.co.uk)



## 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:** GB 226 659 933

Company name: **Currys Ireland Limited**

Registered address: 3<sup>rd</sup> Floor 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 Limited**

Registered address: 1 Portal Way London W3 6RS

Invoice address: 1 Portal Way London W3 6RS

**UK Company registration:** 09304672

**UK VAT number:** GB 927 2265 20

For any accounts payable queries please contact:

[SupplierQueries@currys.co.uk](mailto:SupplierQueries@currys.co.uk)

Tel: +44 (0) 20 7155 1390