



Supplier Payment Guide

Goods Not for Resale (GNFR) suppliers

*How to invoice Currys for goods and services that are not
resold to customers*

May 2026

Introduction

This guide explains how to invoice Currys for goods not for resale (GNFR) – the goods and services you provide that we do not resell to our customers.

Following the steps below will help us pay you on time and avoid invoices being rejected or held.

If you are a supplier of goods for resale (GFR), please refer to our separate GFR Supplier Payment Guide.

Purchase orders

Every invoice you send us must quote a valid Currys purchase order (PO) number. A valid PO number is a 10-digit number starting with the digit “5”.

Each invoice must quote **one PO number only**. We do not accept invoices that quote multiple PO numbers – these will be rejected and returned to you.

If you have not been given a PO number, please ask the Currys colleague who placed the order to raise one before you invoice.

Invoicing

Each invoice must show the following:

- The correct Currys company name, as stated on the purchase order (PO) issued
- PO number in the format 5xxxxxxxxx
- quantity of each product or service
- unit price of each product or service
- currency
- delivery address

All invoices must be raised in line with the relevant country’s VAT requirements.

For invoices with multiple lines, each line must match the details on the original PO.

Please note: If your invoice is submitted without the above information, our Accounts Payable team will return it to you with a covering note outlining our policy and asking you to resubmit with a valid PO number. This will delay payment.

How to send your invoices

Invoices must be submitted in PDF format to APInvoices@currys.co.uk.

A single invoice that runs to multiple pages can be sent as one PDF, but separate invoices must be sent as separate PDFs – one invoice per file.

Invoices received by post, or sent to any other email address (including direct to a Currys colleague), **will not be processed**.

Payment runs and remittance advices

All suppliers are paid by bank transfer.

Suppliers will receive cleared funds in their bank accounts each Thursday for all agreed and approved invoices that are due up to that day.

Remittance advices are automatically generated and sent by email to the email address we hold in our records.

If you have not received a remittance advice, or you need a copy, please contact the Accounts Payable team at AccountsPayable@currys.co.uk.

Company details

Please refer to the PO to ensure your invoice is correctly addressed. Invoices addressed to the wrong Currys legal entity 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 6599 33

Company name: Currys Ireland Limited

Registered address: 3rd 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 226 6599 33

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 226 6599 33

Company name: **Currys plc**

Registered address: 1 Portal Way, London W3 6RS

Invoice address: 1 Portal Way, London W3 6RS

UK Company registration: 07105905

UK VAT number: GB 226 659 933

Contact points

For any Accounts Payable queries, please contact:

Email: AccountsPayable@currys.co.uk

Telephone: +44 (0) 20 7155 1390

Your email enquiry will be assigned a ticket number, and we aim to resolve your enquiry within 2 working days. If we need more time to investigate, we will let you know.

To ensure that we record, track and respond to your enquiry properly, please do not email members of the P2P team directly.
