



### 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 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.

### Payment runs and remittance advices

All suppliers will be 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 until that day.

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

### Supplier portal

Our online supplier portal allows you to do the following check the status of your invoices whenever you need it

If you are interested in using this portal, please contact our Finance Systems Team - [financesystemadmin@currys.co.uk](mailto:financesystemadmin@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 6599 33

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 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

For any accounts payable queries, please contact:

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

Tel: +44 (0) 20 7155 1390