

SUPPLIER INVOICE GOLDEN RULES

To get your invoices paid promptly, please comply with the rules below.	RETURN REASON AND WHAT TO DO WITH EACH RETURNED INVOICE	RETURN CODE	TRADEX REJECTION CODE
Supply goods against our approved Purchase Order (PO) numbers. <ul style="list-style-type: none"> Do not supply without obtaining a copy of the approved PO 	Invoice does not quote PO number. <ul style="list-style-type: none"> Please obtain a copy of the PO, add PO number to invoice and reissue invoice 	R1	TE-8
Quote a valid, approved PO number on your invoice. <ul style="list-style-type: none"> Do not supply against or quote a PO number that is NOT the following format 9*****P (exclude spaces as well as version numbers eg /1) If you are using the old 10 digit Oracle Purchase Order Number please continue to exclude spaces as well as version numbers eg /1 Do not supply against a Requisition First 4 digits are the Legal Entity Number of the 10 digit PO number Facilities Management (FM) Concept orders are 5 digits 	PO number quoted is invalid. <ul style="list-style-type: none"> Please amend the PO number, and reissue invoice PO is closed, please contact the buyer PO is set up against a different supplier, please contact the buyer 	R2 N/A N/A	TE-8 TE-5 TE-9
Supply only goods and services listed on the approved PO quoted. <ul style="list-style-type: none"> Do provide online product catalogues Do not supply goods or services if the PO line description is incorrect or ambiguous. Do not accept amendments or additions via email without receiving the amended PO 	Invoice includes line(s) that do not appear on the PO quoted on your invoice. <ul style="list-style-type: none"> Please raise a credit; or Request our buyer to add the relevant line(s) to the PO 	R3	
Supply no more than the quantity stated on the PO (aggregate, concrete, cement, and plant hire are the ONLY exceptions to this). Do not continue to supply once the quantity or value on the quoted PO has run out	Quantity on the invoice line(s) exceed the quantity on the quoted PO. <ul style="list-style-type: none"> Please raise a credit; or Request our buyer to uplift the quantity on the PO 	R4	
Invoice description, units of measure and pricing must be the same as your original quote and our PO. <ul style="list-style-type: none"> Do not quote lump sums for goods and services if you intend to invoice in stages Do not supply against a PO that has an incorrect price or has not been uplifted for a price increase Do not invoice carriage charges not shown on our PO 	The description on the highlighted invoice line(s) is inconsistent with the PO. <ul style="list-style-type: none"> Please amend invoice and reissue; or Request buyers amend PO before raising your invoice 	R5	
Ensure invoice adds up and that VAT calculates correctly Where DRC is applicable the invoice states this and shows zero VAT	Invoice does not add up and thus cannot be processed. <ul style="list-style-type: none"> Please correct invoice and reissue. 	R6	TE-14
All invoices <u>MUST</u> be addressed to the Business Unit name shown in the bottom left corner of every PO.	Your invoice is addressed to a Business Unit name that is inconsistent with our PO. <ul style="list-style-type: none"> Please correct the BU name referring to bottom left of PO Please correct the BU name referring to bottom left of PO and request a copy of the approved PO 	R7	TE-12 TE-13
All invoices must be submitted through one of our Tradex solutions. For more details please visit: https://www.causeway.com/gallifordtry-tradex-registration <ul style="list-style-type: none"> Do resolve and re-submit returned invoices promptly Do sign up to our Supplier Portal and track progress of your invoice from submission to payment Do not submit paper invoices Do not email pdf invoices Do not send invoices directly to the Business Unit or the buyer 	Paper or pdf invoice rejected <ul style="list-style-type: none"> Please resubmit via the Tradex Portal 	R8	N/A
Ensure delivery ticket numbers (including 3 rd party delivery tickets) are shown on invoice for all goods invoiced. <ul style="list-style-type: none"> Do not invoice before you have received proof of delivery 		N/A	TE-15
Invoices we receive that do not comply with the above rules will be returned to you and therefore may not be paid on time. Please note that payment terms are calculated from the receipt of a valid invoice that complies with the rules above.			
Please note: Only Facilities Management (FM) BU 3500 Subcontractors should submit invoices through Tradex <u>ALL</u> other subcontractors should continue to render invoices or applications for payment direct to our quantity surveyors.			