

Partnership Services

John Lewis | Waitrose

RETURNED INVOICE - ADDITIONAL INFORMATION REQUIRED

In order for us to process your invoice, further information is required.

Please ensure your invoice includes one or more of the following criteria, as marked below:

	A new Purchase Order number (your current PO is invalid) <i>If you don't have a Purchase Order number please check if your contact is able to raise one</i>
	A Purchase Order number (9 digits number) or A 17-digit Expenses Distribution code (eg 701.0123.12345.67890) or A Project name/number, Task and Expenditure type <i>If you don't have these details please ask your contact for this information</i>
	Supporting material (eg a copy of a PO/email)
	A John Lewis/Waitrose branch name
	An invoice number
	An invoice date
	A value
	A supplier account number
	Please speak to your contact to ensure your account is active
X	Other: <i>A Six-Digit P.O. number</i>

If you're unsure about any of these details, please speak to your John Lewis/Waitrose/Partnership Services contact. Please also provide the full name of your contact on your invoice.

Please ensure this information is included - without it, your contact cannot approve your invoice for payment and we cannot process your invoice.

Please return your updated invoice with this letter to the postal or email address below within the next five working days.

Thank you for your assistance.

Kind regards

GNFR Processing Team
Partnership Services
PO Box 4199
Doncastle Road
Bracknell
Berkshire RG42 9NL

0845 610 0331

Email your **invoices** to: Invoices@Partnershipservices.co.uk

Email your **queries** to: FinancialProcessing@Partnershipservices.co.uk

Email your **consolidated invoices** and queries to: InvoiceUploads@partnershipservices.co.uk

*Please do not send invoices by post and email as it will create duplicates and slow the process.