



Princes Ltd Invoicing Requirements

From November 2023, for indirect (Goods Not For Resale) suppliers, submitting invoices to Princes UK over the SAP Business Network will become the preferred way of transacting with us.

Suppliers that have agreed a SAP Business Network Trading Relationship with Princes should submit invoices via the SAP Business Network.

Please note without a fully authorised purchase order we will be unable to pay your invoice.

During the transition to submitting invoices via the SAP Business Network, please ensure all invoices are submitted in PDF format and contain the following mandatory requirements, and are emailed to ukaccountspayable@princes.co.uk, this will ensure there are no delays in payment.

Mandatory information

1. Your company name, address, and bank account.
2. Your VAT registration number, if applicable.
3. Invoice number and invoice date.
4. Correct Princes Limited Purchase Order (PO) number.
5. Correct Princes Limited contact name.
6. Invoice Currency.
7. Breakdown and description of the goods / services, exactly as it is in your Princes Limited PO.
8. Quantity and unit price per item.
9. Total amount excluding VAT / total VAT amount / total amount including VAT.
10. If the document is a credit note, please quote the relating invoice number.

Any invoice received by our Accounts Payable department that does not contain a valid purchase order will be sent back to you for amendment. We will be unable to process your invoice for payment until a valid purchase order number is quoted on your invoice.

To avoid any delay in the settlement of your invoices please ensure that you obtain a purchase order number at the point at which the order is placed, and this purchase order number is quoted clearly on your invoice.

As a valued supplier we are keen to avoid causing you any disruption, therefore we ask for your collaboration in the above matter to ensure there are no issues resulting from the change in policy.

Should you have any concerns or issues please contact our Accounts Payable team via this email address accountspayablerlb@princes.co.uk.