

Supplier Information

This policy covers Eddisons Commercial Limited and other subsidiaries of Eddisons Commercial Holdings Ltd including Eddisons Insurance Services Limited and Ernest Wilsons & Co Limited.

How to become a vendor

If you have been invited by an Eddisons employee to be considered as a provider of goods or services, you will be required to complete our vendor due diligence process and satisfy our electronic payment requirements. This onboarding process may include providing a Non-Disclosure Agreement, Certificates of Insurance and a Risk Assessment Profile.

How to invoice us

Eddisons operate an invoice processing system for all our approved vendors. All vendors will need to work with your Eddisons contact to get registered in our payables system. Those vendors that provide goods or services for Eddisons will also need to ensure that invoices are formatted appropriately and include your vendor identifier and a purchase order number where applicable. Vendors who service Eddisons' clients may have different invoicing procedures. You will get more information about these arrangements as you go through the onboarding process.

Any supplier invoice should include:

- **Your company name and address (including postcode)**
- **Our name of the specific Eddisons company you're billing and address**
- **All your relevant contact details, including telephone numbers, email addresses, etc**
- **The correct bank details - these must be the same as the ones provided during the onboarding process**
- **An identifiable, unique invoice/credit number because without it, your invoice will be returned**
- **An invoice date/ tax point. This allows us to action your invoice within the correct payment terms**
- **A description of the goods and services being supplied**
- **The correct Eddisons purchase order (PO) number**
- **The named contact details of your instructing Eddisons contact**
- **A valid and current VAT number must also be displayed**

How to get paid

Eddisons pay all suppliers by electronic payments which are fast and secure. Invoices should be submitted in pdf format to purchase.invoices@eddisons.com.

We make supplier payments twice per month and it is our standard policy to include invoices on the payment run 30 days following the date of the invoice. Where reduced terms are agreed invoices are again paid on the payment run following the payment due date.

Any vendor enquiries should be made via email to purchase.invoices@eddisons.com, and we will endeavour to respond to enquiries within two business days of receipt.