

## Artifex Invoice Guidelines for Suppliers

To ensure timely payment and legal compliance, every supplier invoice should include:

### 1. Invoice Header

- o Supplier's business name, logo, and contact details (address, phone, email, website)
- o Unique invoice number (sequential and not reused)
- o Invoice issue date
- o Purchase Order (PO) number or copy of contract

### 2. Buyer Information

- o Customer's name and address
- o VAT number (if applicable)

### 3. Transaction Details

- o Date of supply of goods/services
- o Description of goods/services provided
- o Quantity and unit price
- o Subtotal, VAT rate, and total amount due

### 4. Payment Terms

- o Payment Terms Per the PO (including milestone if applicable)
- o Bank details (IBAN/BIC) for transfers

### **Not acceptable to appear on the invoice**

- Any reference to Supplier terms and conditions (invoice will be rejected).

### **Best Practices for Suppliers**

- Send invoices promptly after delivery or service completion.
- Use PDF format for electronic submissions to ensure consistency.
- Include contact details for invoice queries.
- Ensure accuracy to avoid delays or rejections.
- Ensure you send relevant emails to the below email addresses:
  - Supplier Queries - [uk-apqueries@artifexinteriorsystems.com](mailto:uk-apqueries@artifexinteriorsystems.com)
  - Supplier Invoices - [AP.inv@artifexinteriorsystems.com](mailto:AP.inv@artifexinteriorsystems.com)
  - Supplier Statements – [uk.statements@artifexinteriorsystems.com](mailto:uk.statements@artifexinteriorsystems.com)
- Address invoices to Artifex Interior Systems Limited
- Ensure Invoices are emailed and not posted