

Partnership Services

EXPRESS GUIDE - How to Distinguish Between GFR and GNFR Purchase Orders?

GFR: Goods For Resale (Generally stock we sell in our shops)

GNFR: Goods Not For Resale
(Generally goods or services we buy to run our business, although there are a couple of exceptions)



GFR Purchase Orders

John Lewis: 6 Digits only (numbers)
Waitrose: 5 Digits followed by -00 (XXXXX-00)



GNFR Invoices with Purchase Orders

Always 9 Digits (numbers)
The first 2 or 3 digits of the PO number are determined by the **Operating Unit...**

12xxxxxxx	Waitrose
22xxxxxxx	John Lewis
32xxxxxxx	John Lewis Corporate
42xxxxxxx	John Lewis Group
62xxxxxxx	Partnership Services
705xxxxxx	Waitrose (Guernsey)
706xxxxxx	Waitrose (Jersey)

Others / Exceptions

9xxxxx or 1xxxxx SITEL Servicepower Numbers

GNFR Invoices without Purchase Orders

If the invoice is not to be matched to a Purchase Order, create the invoice on JLP iSupplier (JLP iSP Invoice Entry > Invoices & Payments > Create Invoice)

In the **Additional Information** section, include the **17 digit Charge Code** which you should have been given instead of a PO number

Note: The format of the 17-digit charging code is: Division.Location.CostCentre.Account
e.g.. 301.0001.12345.43212



The Different GNFR Business Units...

301	John Lewis Trading
302	John Lewis Direct
451	Partnership Services
605	John Lewis Corporate
701	Waitrose Division
705	Waitrose Guernsey
706	Waitrose Jersey

