



Self-Billing Agreements

If your supplier account is suitable to enter into a self-billing agreement with John Lewis PLC (JL), you will not need to submit invoices to us.

JL will make payments to you automatically which match your **weekly Sale or Return (SOR) or Direct to Customer (D2C)** transaction activity.

We will share on Coupa Supplier Portal, a copy of each invoice created on your behalf, alongside a full breakdown of weekly SOR or D2C activity to help you monitor and update your own accounting system.

Please note this self-billing agreement option is only applicable for SOR or D2C accounts, and is not suitable for Wholesale accounts.

To become a self-bill SOR or D2C supplier, you will be required to sign a Self-Billing Agreement with us, which will be renewed annually. You can see a specimen Self-Bill Agreement, for your information overpage. Before taking any further action, please:

- Ensure you meet the eligibility criteria to hold a self-billing account with us by visiting our **FAQs** page, which can be found [here](#).
- If your supplier account does not meet the eligibility criteria, your self-billing request will be rejected.

If you are a new supplier, once you have been onboarded with us, you will be sent the agreement by our Finance Service Centre team.

Complete the details and return the form to our finance team **before any products are provided to John Lewis under SOR or D2C self-bill terms**, so that we can update your supplier record. Payments cannot be made to you automatically until this process has been completed.

For further information and frequently asked questions about being a self-bill supplier visit our **FAQs** page, found [here](#), for SOR and D2C Self-Billing.

John Lewis PLC : Self-Billing Agreement

This is an agreement to a self-billing procedure between the customer and supplier, as stated below. T

This Self Bill Agreement covers **only** Sale or Return (SOR) or Direct to Customer (D2C) products.

All non SOR or D2C products are expressly **excluded** from this Self Bill Agreement

Failure to complete this form fully and accurately may delay payment

Section I - Customer and Supplier VAT Details	
Customer Name	John Lewis PLC
Customer VAT Number	GB232457280
Supplier Name	
Supplier Number	
Supplier VAT Number <i>*IMPORTANT* Please note this is a mandatory field. Failure to provide a valid UK registered VAT number, matching your supplier records, may result in form rejection.</i>	
Date	

Section 2 - The Self-Biller (the Customer) Agrees to the Below

1. To issue self-billed invoices for all supplies made to them by the self-billee (the supplier) until 'xx'.
NB. Insert **either** an end date for the agreement **or** the date your contract ends.
2. To complete self-billed invoices showing the supplier's name, address, and VAT registration number, together with all other details which constitute a full VAT invoice.
3. To make a new self-billing agreement in the event that their VAT registration changes.
4. To inform the supplier if the issue of self-billed invoices will be outsourced to a third party.

Date

Section 3 - The Self-Billee Agrees to the Below

1. To accept invoices raised by the self-biller on their behalf until 'xx'
NB. Insert **either** an end date for the agreement **or** the date your contract ends.
2. Not to raise sales invoices for the transactions covered by this agreement.
3. To notify the customer immediately if they:
 - a. Change their VAT registration number;
 - b. Cease to be VAT registered; or
 - c. Sell their business, or part of their business.
 - d. Transfer your business as a going concern.

Date

Section 4 - Acceptance of Agreement Self-Biller	
Sign Name	
Print Name	
On Behalf of	John Lewis PLC
Date	

Section 5 - Acceptance of Agreement Self-Biller	
Sign Name	
Print Name	
On Behalf of	
Date	