

Self Billing Agreements

If you are invited to enter into a self billing agreement with John Lewis Partnership (JLP) you will not need to submit invoices to us. JLP will make payments to you automatically. We send you a copy of every invoice we've created on your behalf, so you can update your own accounting system.

To set this up you simply sign a Self Billing Agreement with us annually. You can see a specimen self bill agreement on the next page, for info. The process then runs automatically.

New suppliers - Once you have been onboarded as a supplier you will be sent the agreement by our Coupa Content Team. Complete the details & return the form to us before any work is undertaken so that we can update your supplier record. Payments can not be made to you automatically until this process has been completed.

Completed forms (and any questions regarding the self bill process) should be sent to gnfrsbm@johnlewis.co.uk

**John Lewis PLC
Self-Billing Agreement**

John Lewis Partnership

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

Section 1 - Customer and Supplier VAT Details

Customer Name	<input type="text" value="John Lewis plc"/>	Customer VAT Number	<input type="text" value="GB232457280"/>
Supplier Name	<input type="text"/>	Supplier VAT Number	<input type="text"/>

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

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

Section 3 - The Self-Billee Agrees to the Below

- To accept invoices raised by the self-biller on their behalf until
N.B. Insert **either** an end date for the agreement or the date your contract ends.
- Not to raise sales invoices for the transactions covered by this agreement.
- To notify the customer immediately if they:
 - Change their VAT registration number;
 - Cease to be VAT registered; or
 - Sell their business, or part of their business.

Section 4 - Self Bill Invoice Recipient Email Address

Please provide the email address for invoice copies to be sent to.

Section 5 - Acceptance of Agreement

Self-Biller	Self-Billee
Sign Name <input type="text"/>	Sign Name <input type="text"/>
Print Name <input type="text"/>	Print Name <input type="text"/>
On behalf of <input type="text" value="John Lewis plc"/>	On behalf of <input type="text"/>
Date <input type="text"/>	Date <input type="text"/>