

JOHN LEWIS
PARTNERSHIP

JOHN LEWIS
& PARTNERS

WAITROSE
& PARTNERS

Goods Not For Resale (GNFR)

Self Billing

For John Lewis Service Agents
2019

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OVERVIEW

What is Self Billing?	<p>Self Billing is an arrangement between your organisation and the John Lewis Partnership. Both the John Lewis Partnership and your organisation must be VAT registered. The John Lewis Partnership prepares your invoice and forwards a copy to your organisation with the payment.</p> <p>KEY NOTE: It is your responsibility to inform the John Lewis Partnership if your organisation ceases to be VAT registered. You need to e-mail financialprocessing@partnershipservices.co.uk and please include in the subject of the e-mail the word “Database”, this will ensure the e-mail is picked up by the correct team.</p> <p>If you want to set up a Self Billing arrangement, you don't have to tell HM Revenue and Customs (HMRC) or get approval from them, but you do have to sign the Self Billing Agreement form.</p>
What is the Self Billing Agreement form?	<p>The Self Billing Agreement form is a formal agreement between your organisation and the John Lewis Partnership to enter into the Self Billing process. As required by HMRC, a valid Self Billing Agreement form must:</p> <ol style="list-style-type: none">1. Include your organisation's agreement for the John Lewis Partnership to raise invoices in respect of your supplies2. Specify that your organisation agrees not to raise VAT invoices for supplies covered by the agreement3. Contain a start date and expiry date, though the expiry date can be related to the term of any contract between your organisation and the John Lewis Partnership (an annual basis)4. Bind both your organisation and the John Lewis Partnership. This means it should be in writing, either on paper or in electronic form (you must return the signed form back through post)5. Be produced if you are asked to produce it by one of the HMRC visiting officers6. Your organisation's agreement that you will tell John Lewis Partnership if your organisation ceases to be registered, transfers the business as a going concern or becomes registered under another VAT number <p>HMRC advises to carry out a review of the Self Billing Agreement every 12 months.</p>

How do you fill in the Self Billing Agreement form?

This is a copy of the Self Billing Agreement. You are required to complete all sections on the form.

JOHN LEWIS PARTNERSHIP SELF-BILLING AGREEMENT	
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	John Lewis plc and Waitrose Ltd
Supplier Name	
Customer VAT Number	GB232457280
Supplier VAT Number	
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	27/03/2019
N.B. 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 the other details which constitute a full VAT invoice.	
3. To make a new self-billing agreement in the event that their VAT registration number changes.	
4. 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	
1. To accept invoices raised by the self-biller on their behalf until	27/03/2019
N.B. 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.	
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	Sign Name
Print Name	Print Name
On behalf of	On behalf of
Date	Date
Andrew Davis	
John Lewis plc and Waitrose Ltd	
26/11/2018	
<p>JOHN LEWIS PARTNERSHIP JOHN LEWIS & PARTNERS WAITROSE & PARTNERS</p>	

Section 1:

In the Supplier Name section: Fill in your organisation name (this must be the same name as registered with Companies House)

In the Supplier VAT Number: Fill in your organisation VAT registered number (this must be the same VAT number as registered with HMRC)

Section 2:

Fill in the date (this is 12 months from the date of signing the form)

Section 3:

Fill in the date (this date needs to match the date box in Section 2)

Section 4:

Fill in the e-mail you wish the invoice copies to be sent to

Section 5:

The John Lewis Partnership will fill in the Self-Biller section. Your organisation will fill in the Self-Billee section

In the Signed Name section: Sign your name

In the Print Name section: Fill in your name

In the On behalf of section: Fill in the your organisation name (same as Section 1's Supplier Name)

In the Date section: Add the date you signed the form.

NOTE: You are required to read though and sign the Self Billing Agreement form before you sign and date it. This must then be returned in the stamped addressed envelope.

<p>What changes with Self Billing?</p>	<p>Previously, once you have entered your claim on Service Power, you would have sent an invoice to the John Lewis Partnership (paper invoice or electronic invoice) to match against the purchase order in order to proceed to payment.</p> <p>With the Self Billing process, you will continue to enter the claim on to Service Power. Once the claim is approved by SITEL, you no longer need to submit an invoice. The John Lewis Partnership will automatically generate the receipt and invoice to match the claim (i.e. the purchase order) and proceed to payment.</p> <p>NOTE: Any non self billed invoice submitted to the John Lewis Partnership after the Self Billing Agreement period has commenced will be rejected.</p> <p>Under the Self Billing process, there is no risk of the invoice being matched to the wrong purchase order and subsequent delays to the payment process.</p>
<p>How can you view the purchase order, receipt, invoice and payment statuses?</p>	<p>For further details on how to view the purchase order, receipt, invoice and payment statuses please see the Goods Not For Resale (GNFR) - Invoice Inquiry Guide on JLP iSupplier http://www.jlpsuppliers.com/isupplier/index.html.</p>