

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 and 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.

Any questions regarding the self billing process should be directed to your main JLP business contact.