

JOHN LEWIS
PARTNERSHIP

JOHN LEWIS

WAITROSE

John Lewis PLC : Self-Billing Agreement

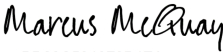
This is an agreement to a self-billing procedure between the customer and supplier, as stated below.

Failure to complete this form fully and accurately may delay payment

Section 1 - Customer and Supplier VAT Details	
Customer Name	John Lewis PLC
Customer VAT Number	GB232457280
Supplier Name	
Supplier Number	
Supplier VAT Number *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.	
Self billing email recipient	
Date	

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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 27/03/2027 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.

Section 3 - Acceptance of Agreement Self-Biller	
Sign Name	Signed by:  BD28C5046F3B4EA...
Print Name	Marcus McQuay
On Behalf of	John Lewis PLC
Date	07-01-2026 14:58 GMT



Section 4 - The Self-Billee Agrees to the Below

1. To accept invoices raised by the self-biller on their behalf until
27/03/2027
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.

Section 5 - Acceptance of Agreement Self-Billee

Sign Name	
Print Name	
On Behalf of	
Date	

