

Prompt Payment Code Supporting Vendors to get paid on time

Advice & Guidance

Do you have a current valid contract with Fujitsu?

If not, please contact the Fujitsu contact you have been dealing with.

Have you received an approved Purchase Order (PO)?

All repeat purchases, whatever their value, must be supported by a valid, approved Purchase Order. A valid Purchase Order is a document generated by one of our purchasing systems. The number formats of POs are as follows:

Seven digits in the following number format 6XXXXXX or 4XXXXXX

Ten digits in the following number format X5XXXXXXXX

Six digits in the following format 1XXXXX or 2XXXXX

Fujitsu can also pay suppliers by Credit Card, if you are able to accept Credit Card payments and your invoice is under £1000, please contact the Fujitsu representative you have been dealing with to arrange payment via Fujitsu Purchasing Card.

Do we have up-to date payment information on our systems?

Please make sure that Fujitsu has your current company and Bank Account details. We need the following information to ensure we pay on time to the correct Bank Account.

- Company name and registration number.
- VAT number – if you are charging VAT on your invoice we need your VAT registration details.
- Registered office address or trading address.
- Bank Account details including, Bank Account number, BIC & IBAN, Bank name address and Sort Code.
- Contact email address – this should be an email address for an email account that is viewed on a daily basis and monitored by a person or team of people that can respond to PO and invoice related queries.

Fujitsu Purchase Orders

Please help us to deliver POs efficiently by providing us with an email address that someone within your company will access on a daily basis to ensure Fujitsu POs are delivered to an appropriate person.

Send your invoices by email in .pdf format to: supplierinvoices@uk.fujitsu.com. Please send **one .pdf per email**.

Invoices should contain the following information:

- Company name and registration number.
- A valid Fujitsu PO Number - always quote a valid Fujitsu PO number on your invoices. Fujitsu has a 'no PO no pay' policy. This includes ensuring that a PO has sufficient funds to cover the value of your invoice. Fujitsu PO number formats are as follows:

Seven digits in the following number format 6XXXXXX or 4XXXXXX

Ten digits in the following number format X5XXXXXXXX

Six digits in the following formats 1XXXXX or 2XXXXX

- VAT number – if you are charging VAT on your invoice we need your VAT registration details.
- Details of the products and services being invoiced – quantity, price per unit and line item value.
- Gross amount and VAT or local tax amount.
- Invoice currency (GBP, EUR, USD, etc.)
- Payee Bank Account details, including Bank Account number, BIC and IBAN, Bank name and address.
- Include the name of your Fujitsu contact on your invoice, including their Fujitsu email address.

If you are not able to send your invoice by email then post your valid invoice to:

Fujitsu, Accounts Payable, Trafalgar House, Risley, Warrington, Cheshire WA3 6GD

Do not send your invoice to anyone else in Fujitsu as this could delay payment. All Invoices are processed by Fujitsu's dedicated Accounts Payable team in Warrington.

If you don't have a Purchase Order number, please send an email or call the Fujitsu representative that placed the order with you or your company.

For Payment queries please send an email to the following email address:

account.payable@uk.fujitsu.com

Alternatively please call the following number: **0843 354 8668**. Please call **after 2pm**.

Other important information

Fujitsu abides by the principals of the Prompt Payment Code and strives to pay all suppliers on time. Fujitsu manages several payment runs per week and supports a variety of payment methods including; BACS, SEPA Credit Transfers and cross border foreign currency payments. If invoices are valid and we receive them at least 15 working days before payment is due, they will be approved and processed for payment on time. Sending invoices by email removes the delays often experienced with the postal service. However, if you do send by post please send by first class mail.

All invoice disputes will be dealt with by the Fujitsu ordering party and the Vendor directly.

We are changing the way we manage supplier POs and invoices, in order that we manage the purchasing process in a timely and efficient manner, please make sure your Vendor details are up-to-date on our systems.

This information will be reviewed and updated on a quarterly basis or, when there is a significant change to our internal processes.

Contact

FUJITSU SERVICES LIMITED
Phone: +44 (0)843 354 8668
E-mail: account.payable@uk.fujitsu.com
Website: uk.fujitsu.com
ID-1319/07-2015

© FUJITSU LIMITED 2015. All rights reserved. FUJITSU and FUJITSU logo are trademarks of Fujitsu Limited registered in many jurisdictions worldwide. Other product, service and company names mentioned herein may be trademarks of Fujitsu or other companies. This document is current as of the initial date of publication and subject to be changed by Fujitsu without notice. This material is provided for information purposes only and Fujitsu assumes no liability related to its use. Subject to contract. Fujitsu endeavours to ensure that the information contained in this document is correct but, whilst every effort is made to ensure the accuracy of such information, it accepts no liability for any loss (however caused) sustained as a result of any error or omission in the same. No part of this document may be reproduced, stored or transmitted in any form without prior written permission of Fujitsu Services Ltd. Fujitsu Services Ltd endeavours to ensure that the information in this document is correct and fairly stated, but does not accept liability for any errors or omissions.