

HOW TO GET PAID

Guide for Suppliers



Introduction

Computacenter is committed to paying its suppliers on time. This guide provides information to suppliers and contractors providing goods and services to Computacenter, on the steps they need to take to ensure that they are paid for these goods and services promptly.

Receipt of invoices

1. Our preferred method for receiving invoices is through our e-billing vendor, Tungsten [please contact APUK@computacenter.com for further information regarding electronic invoice submission].
2. PDF invoices need to be sent as email attachments to UK.invoices@computacenter.com
3. Paper invoices must be sent to our bill-to address:

Computacenter Services Kft.
ACCOUNTS PAYABLE (Dept. GB)
Haller Gardens, Building D. 1st Floor
Soroksári út 30-34.
1095 Budapest
Hungary

NB: Paper invoices sent to an incorrect address will be rejected.

4. cXML – We offer cXML invoice options for selected suppliers.

Invoice requirements

Suppliers are required to send Computacenter accurate invoices as promptly as possible. Computacenter will match the invoice with the original order and delivery/service receipt before approving it for payment. It is important that paper invoices go directly to the correct accounts payable address as indicated above.



For invoices to be accepted and passed for processing, they must contain the information below. Invoices missing required information or containing incorrect details will be returned to suppliers for correction.

- Our sold-to address must be quoted:
Computacenter (UK) Ltd
Hatfield Avenue
Hatfield
Hertfordshire
AL10 9TW
United Kingdom
VAT: GB490334648
- Date of issue
- Unique sequential number identifying the invoice
[Invoice number]
- Supplier's VAT identification number
- Supplier's full name and address
- Ship-to address where goods or services were delivered
- Description of quantity and type of goods supplied or type and extent of services rendered
- Date of transaction or payment [if different from invoice date]
- VAT rate applied
- VAT amount payable
- Breakdown of VAT amount payable by VAT rate or exemption
- Unit price of goods or services – exclusive of tax, discounts or rebates
- Purchase order

Payment terms

Unless a separately executed signed contract between Computacenter and supplier is in force, Computacenter standard payment terms are for payment of each correct invoice at the end of the second month following the month in which the invoice was received or the month in which the goods were delivered by the supplier, whichever is the later.

Disputed invoices

Disputed or incorrect invoices will be rejected and in such cases suppliers will be invited to correct the invoice and then re-submit it. In such cases, payment terms will begin from the time that a correct invoice is received by Computacenter via an agreed invoicing process or at the above listed bill-to address.

Invoice status

Suppliers are invited to refer to our Vendor Portal in the first instance for questions regarding invoice status or planned payment dates. In case of any questions on how to use the portal, please review the information contained in our 'How To Check The Invoice Status' guide.

Any other related query or statement should be directed to APUK@computacenter.com

Useful Links

[Vendor Portal](#) >

[How To Check Invoice Status](#) >



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