

Purchase Order and invoice system

1. Yell and Supplier agree specification, costs and terms of trade

2. Yell creates a detailed, accurate Purchase Order (PO). This is sent to our supplier by fax or email (depending on supplier requirements) quoting contract number where applicable. (See example of our standard PO format)

3. Supplier checks that all details on PO are correct and feeds back any changes required, to the Yell client detailed under 'our reference' section on the PO

4. Supplier commences work as per PO

5. Supplier delivers completed goods/service to Yell client ensuring the delivery note is included with the consignment. All deliveries should be correctly addressed detailing:

- Named contact
- Yell location (building and floor)
- Full postcode
- PO number

6. Work checked by Yell client

7. Supplier sends invoice to Yell's Accounts Payable team (see example of our preferred invoice format) ensuring the following information is included:

- All details from the PO
- PO Number
- Currency
- VAT Rate
- VAT Registration Number
- Total Value of Invoice

8. Invoice received and checked against the PO details held on our system

9. Correct invoices will be paid according to the terms of trade agreed between the Yell client and the supplier

10. Invoice queries will be forwarded to Yell's client detailed as 'our reference' on the PO. Any queries will be handled by this individual