



GARDLINE LIMITED
Endeavour House, Admiralty Road,
Great Yarmouth, Norfolk NR30 3NG UK

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Fax: +44 (0)1493 852106

13th September 2024

Dear Supplier,

We are changing our P2P & ERP systems later this year which will result in changes to the way that we process supplier invoices. These changes are detailed below, and we would be grateful if you could update your records to incorporate these with immediate effect.

- The e-mail address for submitting invoices / credit notes will be changed to invoices@gardline.com
- Please ensure that all invoices are addressed to Gardline Limited and comply with all legal requirements, which can be found on the website of the national tax authorities. Invoices should typically contain the following information as a minimum:
 1. Full name and addresses of Supplier and Client
 2. Country
 3. VAT and Chamber of Commerce registration number
 4. Invoice date
 5. Invoice number
 6. Bank details
- **Reference**
 1. The full Purchase Order number must be clearly stated on the invoice as a reference. This number will be provided to you in advance by our buyer or ordering party.
 2. In case no Purchase Order is provided, the invoice should at least indicate a Gardline Project code/Activity Code/Cost Object, along with your Gardline contact person as a reference.
 3. A separate invoice should be issued for each purchase order that is issued to you. We are unable to accept invoices that contain costs relating to multiple purchase orders.
- **Invoice address:**

The company names/trade names and actual addresses stated on the Purchase Order provided by Gardline should be accurately reflected on the invoice. The Gardline name and address on the invoice must match the details in the Chamber of Commerce register.

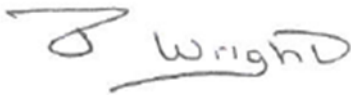
- **Format**

For seamless processing, Gardline handles all incoming invoices electronically. Therefore, we kindly request that your invoices be submitted via email in PDF and/or XML (UBL 2.0) format. Each invoice should be contained in a single PDF file, along with any relevant annexes. Please note that we only accept one invoice per PDF file, with a maximum size limit of 10mb.

- Statements & any other questions relating to Accounts Payable should be submitted to the accountspayable@gardline.com e-mail address.

Should you have any questions in respect of the above, please contact me at the address below.

Yours Faithfully



John Wright
Head of Finance Operations & Treasurer

Gardline Limited

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Gardline Limited
Registered in England No. 04589821 | VAT Registration No. 640 4800 66
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