

## Buyers Specifications For Suppliers



**As a BT supplier you are required to ensure that the following data is provided on all invoices. You are at risk of your invoice being rejected by BT if this information is not provided;**

- **Invoice Date**
- **Correct BT and Supplier legal entities in accordance with the Contract**
- **VAT amount**
- **VAT Registration number**
- **VAT rate**
- **Contract number**
  - **if an integrated supplier please ensure that this is mapped during your initial set up**
  - **if a webform supplier please provide this at “additional line detail”**
- **Purchase order reference**
- **Purchase order Line reference**
- **The correct price and unit of measure**
- **The full description of the Supplies to which the invoice relates (as defined in the Contract)**
- **The portion of the Supplies for which payment is due**
- **If appropriate, the cumulative amount invoiced to date;**
- **Line items/numbers in the same order and format as the purchase order to which they relate**
- **Supplier BT Client reference number for non-PO transaction**
- **The agreed payment currency and relevant Incoterm**
- **Any discount and a clear indication of what the discount is for**
- **Any exchange rate to be made clear**