

Introduction

This document applies to suppliers of goods or services to the Barclays legal entities listed in this document. All suppliers must have a valid Barclays Vendor ID before invoicing Barclays. To receive this, please contact your Barclays business contact.

1. Invoicing Prerequisite

Barclays has simplified PO & Invoicing experience for our suppliers. Effective Apr'2018*, [Coupa](#) is the new invoice processing solution providing self serve options to our suppliers. Please ensure that all your invoices and credit must comply with Barclays invoicing requirements to enable timely payment.


2. Benefits of Coupa

The user friendly interface of Coupa enables you with self serve options for all invoicing requirement. Coupa brings many other benefits for our suppliers as below:

- **Electronic responses**, automatic record keeping
- **Self-service** requests to update info
- **In-system** invoice management
- **One-click** PO to invoice flip functionality
- **Integration** into ERP systems

Region	Coupa go-live date
Japan	31-Jul-23
UK (Greenacre)	11-Jul-23
India (BIL IPL)	19-Aug-22
Taiwan	08-Aug-22
Hamburg	09-Aug-21
Ireland	13-Jul-20
France	16-Mar-20
Frankfurt	20-Jan-20
UAE & Qatar	25-Nov-19
Barclaycard US (BCUS)	01-Jul-19
Hong Kong / Israel / Switzerland / Spain	20-May-19
India/SG	03-Dec-18
US	03-Sep-18
UK	16-Apr-18

3. Enrolling to Coupa

You may login to Coupa Supplier Portal (CSP) via <https://supplier.coupahost.com/sessions/> and also use attached guide (click the attachment icon  available in the left hand corner for user guide

4. Submission methods within Coupa

Coupa is now the primary method of sending invoices for all Barclays entities; wherever applicable. As a supplier, you should transact all invoices via the below methods :

- a) Coupa Supplier Portal (**CSP**)
- b) Supplier Actionable notifications (**SANs**) wherever possible.
- c) **cXML** (If you are unable to send invoices via the CSP and has previous experience of cXML, Barclays can enable this functionality)

Please contact the [Barclays Procurement](#) team if you already have this capability and would like us to enable cXML functionality in Coupa. Alternatively, if you are unable to utilize any of the aforementioned invoicing methods, please contact procurementopssupport@barclays.com

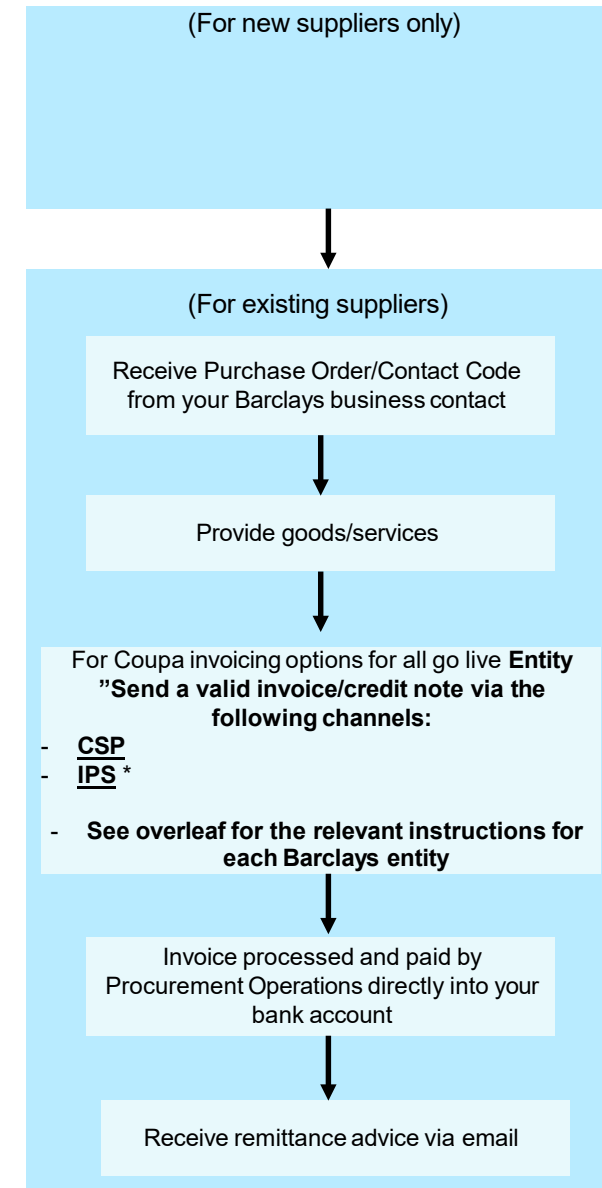
6. Payment method

Barclays preferred payment method is Electronic Fund Transfer (EFT). With EFT, payments can be electronically deposited utilizing Automated Clearing House (ACH) or other electronic payment types. Payment is transferred into the designated bank account.

7. Contact details

In case of queries, Please email Procurementopssupport@barclays.com . We will endeavor to respond to all inquiries within two business days of receipt.

Invoice Lifecycle



*IPS submission method is applicable for non-standardized invoicing entities ONLY . To be used as an exception only if approved by Barclays Procurement team



Invoice Process

Supplier Reference Document

November 2023

Barclays Service Company legal entities in United Kingdom [COUPA Entities] (VAT Regn No. GB 243 8522 62)	
Barclays Legal Entity Billing Name	Invoice Submission
Barclays Execution Services Limited (3761)	CSP URL: https://supplier.coupahost.com/ C/O Procurement Operations PO Box 8208 Unit 4A Woodley Park Estate, Reading Road, Reading, RG6 9QY, United Kingdom

Barclays International legal entities in United Kingdom [COUPA Entities]

Barclays Legal Entity Billing Name	Invoice Submission
Barclays Bank PLC (4952)	
Barclays Bank PLC (8193)	
Barclays Bank PLC, IOM Branch (9708)	
Barclays Bank PLC (8120)	CSP URL: https://supplier.coupahost.com/
Solution Personal Finance Ltd (3561)	C/O Procurement Operations PO Box 8208 Unit 4A Woodley Park Estate, Reading Road, Reading, RG6 9QY, United Kingdom
Clydesdale Financial Services Ltd (8125)	
Barclays Mercantile Business Ltd (8135)	

Barclays holding company in United Kingdom [COUPA Entity]

Barclays Legal Entity Billing Name	Invoice Submission
Barclays PLC – BPLC (7893)	CSP URL: https://supplier.coupahost.com/ C/O Procurement Operations PO Box 8208 Unit 4A Woodley Park Estate, Reading Road, Reading, RG6 9QY, United Kingdom

Barclays UK legal entities [COUPA Entities] (VAT Regn No. GB 243 8522 62)	
Barclays Legal Entity Billing Name	Invoice Submission
Barclays Bank UK PLC (8192)	CSP URL: https://supplier.coupahost.com/
Barclays Insurance Services Company (BISCO) (8216)	
Woolwich Survey Services Ltd (C860)	C/O Procurement Operations PO Box 8208 Unit 4A Woodley Park Estate, Reading Road, First Plus Reading, RG6 9QY, United Kingdom
Financial Group Plc (8220)	

Barclays Service Company legal entities in United Kingdom [COUPA Entities]
(VAT Regn No. GB 243 8522 62)

Barclays Legal Entity Billing Name	Invoice Submission
BARCLAYS OCIO SERVICES LIMITED (4997)	CSP URL: https://supplier.coupahost.com/ C/O Procurement Operations 1 Churchill Place, London E14 5HP United Kingdom

Barclays legal entities in Channel Island – Jersey/Guernsey [COUPA Entities]

Barclays Legal Entity Billing Name	Invoice Submission
Barclays Bank Plc, Jersey Branch (9623)	CSP URL: https://supplier.coupahost.com/
Barclays Bank Plc, Guernsey Branch (9624)	C/O Procurement Operations PO Box 8208 Unit 4A Woodley Park Estate, Reading Road, Reading, RG6 9QY, United Kingdom

Barclays legal entities in Canada [COUPA Entities]

Barclays Legal Entity Billing Name	Invoice Submission
Barclays Capital Canada Inc. (2905)	CSP URL: https://supplier.coupahost.com/
Barclays Corporation Limited (2767)	C/O Procurement Operations 333 Bay Street, Suite 4910, Box 9, Toronto, ON, M5H 2R2 Canada
Barclays Bank PLC, Canada Branch (6768)	

Barclays legal entity in Middle East [COUPA Entities]	
Barclays Bank PLC, Israel Branch (6268)	C/O Procurement Operations 21 Ha'arba'a Street 64739 Tel Aviv Israel
Barclays Bank Plc DIFC Br (5501)	C/o Procurement Operations Dubai International Financial Centre The Gate Village, Building 4, Level 4, Dubai, 506504
Barclays Bank Plc UAE (8194)	C/O Procurement Operations Dubai World Trade Centre The Office 3, One Central, Office 109, Level1, Dubai 1891
Barclays Bank Plc, QFC Br [Qatar] (5502)	C/O Procurement Operations Qatar Financial Centre Burj Doh, Level 21, West Bay Doha, 27110 CSP URL: https://supplier.coupahost.com/

Barclays legal entity in Africa [AIP Entities]

National Bank of Commerce, Tanzania (5409)	Sokoine Drive / Azikwe Street PO Box 1863 Dar Es Salaam, Tanzania
Barclays Bank of Tanzania (5410)	Barclays House Ground Floor, Ohio Street PO Box 5137 Dar Es Salaam, Tanzania

Barclays legal entities in United Kingdom [COUPA Entities]

Barclays Legal Entity Billing Name	Invoice Submission
Barclays Asset Management Limited (8215)	CSP URL: https://supplier.coupahost.com/
Barclays Investment Solutions Limited (8127)	C/O Procurement Operations 1 Churchill Place Canary Wharf London E14 5HP

Barclays legal entities in United States [COUPA Entities]	
Barclays Legal Entity Billing Name	Invoice Submission
Barclays Bank PLC (6750)	CSP URL: https://supplier.coupahost.com/
US RE Holdings No. 1 Ltd (2554)	
US RE Holdings No. 3 Ltd (4945)	
US RE Holdings No. 2 Ltd (4946)	
Barclays US LLP (2609)	
BTCL Conduit (2678)	
Protium REO I LP (2703)	
Archstone Equity Holdings Inc. (2741)	
Barclays US Inc (2753)	
Barclays Insurance US Inc (2754)	
Barclays Services Corp (2755)	
Barclays US GPF Inc. (2757)	
Barclays BWA, Inc. (2759)	
Gracechurch Services Corporation (2760)	
Barclays Capital Inc (2764)	
HYMF Inc (2770)	
Barclays Oversight Mgt Inc (2783)	
Bclys Elec Comm Hldgs Inc (2789)	
Barclays Capital Real Estate Finance Inc (2813)	
Barclays Capital Real Estate Inc (2814)	C/O Procurement Operations PO Box 2614 Secaucus, NJ 07096
Barclays Capital Real Estate Holdings Inc (2818)	
Barclays Capital Energy (2820)	
Barclays Capital Commodities Corporation (2821)	
Sheffield Receivables Cor (2826)	
Sussex Purchasing Corp (2827)	
Surrey Funding Corp (2828)	
Sutton Funding LLC (2846)	
Equifirst Corporation (2874)	
BTXS (2895)	
Compañía Sudamerica S.A. (2904)	
BCI CME Clearing (2952)	
Miami Branch (6752)	
US Risk Finance (6754)	
Los Angeles Branch (6767)	
BCI Puerto Rico (6785)	
Cayman Branch (6786)	

Note: If you are invoicing a Barclays legal entity not listed above, please reconfirm the postal address with your Business contact. For entities supported by Coupa/IPS, it is mandatory to use this channel. Hard copy invoices need not be sent.

Barclays legal entities in Asia [COUPA Entities] In case of Queries

Barclays Legal Entity Billing Name	Invoice Submission
Barclays Bank PLC, Singapore Branch (5280)	CSP URL: https://supplier.coupahost.com/
GST Registration No: M200069315	
Barclays Execution Services Limited Singapore Branch (1321)	C/O Procurement Operations
GST Registration No: F00007088D	
Barclays Capital Futures Singapore Pte Ltd. (1266)	10 Marina Boulevard, #25-01 Marina
GST Registration No: M201095999	
Barclays Group Operations Limited, Singapore Branch (4223)	Bay Financial Centre Tower 2
GST Registration No: F00007196H	
Barclays Wealth Services Limited (9732)	In case of queries, please email Japan Global Payment
Barclays Securities Japan Ltd (1263)	Support xrajapanpaymentsuppo@barclays.com . We will
Barclays Services (Japan) Ltd (1265/1312)	endeavour to respond to all inquiries within two business
Barclays Funds and Advisory Japan Limited (1350)	days of receipt.
Barclays Bank PLC, Tokyo Branch (5279)	CSP URL: https://supplier.coupahost.com/
	C/O Procurement Operations
	31st floor, Roppongi Hills
	Mori Tower, 6-10-1 Roppongi,
	Minato-ku, Tokyo 106-6131
	Japan
	CSP URL: https://supplier.coupahost.com/
Barclays Capital Asia Ltd (1254)	C/O Procurement Operations
	41/F Cheung Kong Center
	2 Queen's Road Central,
	Hong Kong
Other Barclays legal entities in Asia [Manual Entities]	
Barclays Legal Entity Billing Name	Invoice Submission
Barclays Bank PLC, Shanghai Branch (5298)	C/O Procurement Operations
	Suite 3101 3102B, Azia Centre
	1233 Lujiazui Ring Road,
	Pudong,
	Shanghai 200120,
	People's Republic of China
Barclays Bank PLC, Seoul Branch (5283)	C/O Procurement Operations
	23rd Floor, Ferrum Tower
	Building, 19 Eulji-ro 5-gil,
	Jung-gu, Seoul 100-210,
	Korea
Barclays Bank PLC, Taipei Branch (5277)	C/O Procurement Operations
	R3701 L37 Taiwan 101 Tower No 7 Sec.5 Xin-Yi Road, Taipei
	110, Taiwan
Barclays Bank PLC, Australia Branch (5301)	C/O Procurement Operations
	Level 37, Chifley Tower, 2 Chifley Square Sydney, NSW 2000,
	Australia
Barclays Bank PLC, Hong Kong Branch (5284)	C/O Procurement Operations
	41/F Cheung Kong Center
	2 Queen's Road Central,
	Hong Kong

Barclays legal entities in India

Barclays Legal Entity Billing Name	GSTIN Number	State	Invoice Submission	COUPA
Barclays Global Service Centre Private Limited (1203)	27AADCB1173D1Z4	Maharashtra (SEZ Unit)	C/O Procurement Operations Block Q1 & Q4, Quadron Business Park Pvt. Ltd., Plot No. 28, Rajiv Gandhi Infotech Park, MIDC, Hinjewadi Phase II, Pune - 411057 India	COUPA
			C/O Procurement Operations Ground to 7th Floor, Cluster A, Wing 3, 3rd to 5th Floor, Cluster A, Wing 4, Office No. 3 & 4, Cluster D, Wing 4, Eon Free Zone, MIDC Knowledge Park, Kharadi, Pune - 411014 India	
	27AADCB1173D2Z3	Maharashtra (STPI Unit)	C/O Procurement Operations Level 11 - 15, Block B-6, Nirlon Knowledge Park, Off. Western Express Highway, Goregaon (East), Mumbai - 400063 India 4 th Floor, Spectra Hiranandani Gardens Powai, Mumbai - 400076 India Building No. 3, Survey no. 144/145, C.T.S No. 2468 and 2469(part), Yerwada, Samarth Ashok Path, Off Airport Road, Pune - 411006 India	COUPA
Barclays Global Service Centre Private Limited (1203)	33AADCB1173D2ZA	Tamil Nadu (SEZ Unit)	C/O Procurement Operations 5th, 6th & 8th Floor, Block 9A & 9B, DLF IT Park, 1/124, Shivaji garden, Moonlight Chennai – 600089 India Stop, Tamil Nadu,	
	09AADCB1173D1Z2	Uttar Pradesh (STPI Unit)	Noida 3 C/O Procurement Operations 2 nd , 4th to 10th Floor, Unitech Infospace Park, Building no.1, Plot no. 2, Block B, Sector 62, Uttar Pradesh, Noida – 201307 India Noida 3.1 11th and 12th Floor, Unitech Infospace Park, Building no.2, Plot no. 2, Block B, Sector 62, Uttar Pradesh, Noida – 201307 India Noida 3.2 1st and 7 th to 10th Floor, Unitech Infospace Park, Building no.2, Plot no. 2, Block B, Sector 62, Uttar Pradesh, Noida – 201307 India	
Barclays Wealth Trustees (India) Private Limited (9730)	27AADCB6996Q1ZO	Maharashtra	C/O Procurement Operations 208, 2nd Floor, Ceejay House, Shivsagar Estate, Dr. Annie Besant Road, Worli, Mumbai - 400018 India	COUPA

Barclays legal entities in India

Barclays Legal Entity Billing Name	GSTIN Number	State	Invoice Submission	COUPA
Barclays Bank PLC, Mumbai Branch (5253/1335)	27AAACB4876G1ZL	Maharashtra	C/O Procurements Operations Level 9, Block B-6, Nirlon Knowledge Park, Off. Western Express Highway, Goregaon (East), Mumbai - 400063 India	5253 1335
			C/O Procurement Operations 801/808 and Office no. 501-503, 601-603, Ceejay House, Shivsagar Estate, Dr. Annie Besant Road, Worli, Mumbai - 400018 India	
			C/O Procurement Operations Shop no. 31 & 32, CTS no. 28, Ground Floor, Connaught Place Building, Bund Garden Road, Pune - 411001 India	
	07AAACB4876G1ZN	Delhi	C/O Procurement Operations 1st Floor, Eros Corporate Tower, Nehru Place, Kalkaji, Delhi - 110019 India	
	29AAACB4876G1ZH	Karnataka	C/O Procurement Operations Kanishmari no. 3389/A/2667, 1st Floor, KRP Building, B.H. Road, Nelamangala Town, Bangalore - 562123 India	
	33AAACB4876G1ZS	Tamil Nadu	C/O Procurement Operations 2nd Floor, KBK Towers, West Raja Street, Kancheepuram - 631502 India	
36AAACB4876G1ZM	Telangana	C/O Procurement Operations Showroom no. G-1A, Ground Floor, Ashoka Capitol, Plot no. 89 & 90, Road no. 2, L.V. Prasad Marg, Banjara Hills, Hyderabad - 500034 India		
Barclays Bank PLC (India Branch) (BBPLC)	24AAACB4876G1ZR	Gujarat	4TH Floor, 14-A / 413, Brigade International Financial Centre, Zone 1- Gift City, Gift SEZ, Gandhinagar, Gujarat- 382355	5302 (SEZ)

Barclays legal entities in Barclaycard US [COUPA Entities]

Barclays Legal Entity Billing Name Invoice Submission

2599 (JSERV) – Barclays Services LLC

2607 (JBANK)– Barclays Corporation Limited

125 S. West St
Wilmington , 19801

Barclays legal entity in India

Barclays Legal Entity Billing Name	GSTIN Number	State	Invoice Submission	COUPA
Barclays Securities (India) Private Limited (9797/1331)	27AACCB8800G1ZV	Maharashtra	C/O Procurement Operations Level 10, Block B-6, Nirlon Knowledge Park, Off. Western Express Highway, Goregaon (East), Mumbai - 400063 India	COUPA
			C/O Procurement Operations 208, Ceejay House, Shivsagar Estate, Dr. Annie Besant Road, Worli, Mumbai - 400018 India	
	07AACCB8800G1ZX	Delhi	C/O Procurement Operations 1st Floor, Eros Corporate Tower, Nehru Place, Kalkaji, Delhi - 110019 India	
	33AACCB8800G1Z2	Tamil Nadu	C/O Procurement Operations 10/11, Level 6, Regus Citi Centre, Dr. Radhakrishna Salai, Chennai - 600004 India	
	29AACCB8800G1ZR	Karnataka	C/O Procurement Operations Unit No. 1305 & 1306, Level 13, 12th Floor, Prestige Meredian II, M.G. Road, Bangalore - 560001 India	
	19AACCB8800G1ZS	West Bengal	C/O Procurement Operations Unit 153, 154 & 155, Regus Business Centre, Legacy Centre, 25A Shakespeare Sarani, Kolkata - 700017 India	

Barclays legal entities in India				
Barclays Legal Entity Billing Name	GSTIN Number	State	Invoice Submission	COUPA
Barclays Investments and Loans (India) Private Limited (BIL IPL) (1338)	27AAACR3653F1ZI	Maharashtra	Level 10, Block B-6, Nirlon Knowledge Park, Off. Western Express Highway, Goregaon (East), Mumbai - 400063.	1338
			67, 6th Floor, Plot 85, F, Maker Tower, GD Somani Marg, World Trade Centre, Cuffe Parade, Mumbai - 400005.	
			Block B-6, 9th Floor, Nirlon Knowledge Park Off. Western Express Highway Goregaon E, Mumbai, Mumbai Suburban, Maharashtra, 400063	
			208, 2nd Floor, Ceejay Hous Shivsagar Estate Dr. Annie Beasant Road Worli, Mumbai, Mumbai, Maharashtra, 400018	
	29AAACR3653F1ZE	Karnataka	13th level 12th Floor, Unit No. 1305 and 1306, Prestige Meredian II, M.G. Road, Bengaluru, Bengaluru Urban, Karnataka, 560001	
	19AAACR3653F1ZF	West Bengal	Unit 153, 154 and 155, Level 1, Regus Business Centre, 25 A Shakespeare Sarani, Kolkata, Kolkata, West Bengal, 700017	
	33AAACR3653F3ZN	Tamil Nadu	Unit No. 672, 673 and 680, Level 6, 10/11,, Regus Citi Centre, Dr. Radhakrishnan Salai, Chennai, Chennai, Tamil Nadu, 600004	
07AAACR3653F1ZK	Delhi	101-B , 1st Floor, Eros Corporate Tower, Nehru Place, Kalkaji, Delhi - 110019.		

Barclays legal entities in Taiwan			
Barclays Legal Entity Billing Name	Chinese	Invoice Submission	COUPA
Barclays Securities Taiwan Limited (1208)	台北市信義區 11049信義路五段7號19樓之1 總機: +886 2 2176 5300 傳真: +886 2 2176 5399	Barclays Securities Taiwan Limited 19F-1, No.7, Xinyi Road, Sec. 5, Taipei, Taiwan, 11049 Main Line: +886 2 2176 5300 Fax Line: +886 2 2176 5399	COUPA
Barclays Service Company legal entities in Germany [COUPA Entities]			
Barclays Legal Entity Billing Name	Invoice Submission		
Barclays Bank Ireland PLC Frankfurt Branch -6286	CSP URL: https://supplier.coupahost.com/ C/O Procurement Operations TaurusTurm Taurusstor 1 Frankfurt 60310 Germany		
Barclays Bank Ireland PLC Hamburg Branch (8121)	CSP URL: https://supplier.coupahost.com/ C/O Procurement Operations Gasstraße 4c Hamburg, 22761 Germany		
Barclays legal entities in Ireland			
Barclays Legal Entity Billing Name	VAT Registration No.	Invoice Submission	COUPA
Barclays Bank Ireland PLC (2300)	4524196D	C/O Procurement Operations	COUPA
Barclays Bank Ireland PLC (2340) Barclays Bank Ireland PLC (2350)		One Molesworth St, Dublin	
Barclays Execution Services Limited (6292)	3567371GH	DO2 RF29	
Barclaycard International Payments Limited (8128)	6336541M	Ireland	

Barclays legal entity in Europe [COUPA Entities]

Barclays Legal Entity Billing Name	TAX ID	Invoice Submission
		C/O Procurement Operations
Barclays Switzerland Services SA (2332)	CHE-250.316.110	18-20 Chemin de Grange Canal 1211 Geneva 3
Barclays Bank (Suisse) SA (9705)	CHE-106.002.386	C/O Procurement Operations 18-20 Chemin de Grange Canal PO Box 3941 1211 Geneva 3
Barclays Bank PLC Spain (2328)		Plaza de Colon 1 28046, Madrid Spain CSP URL: https://supplier.coupahost.com/
Barclays Capital, Zurich Branch of Barclays Bank PLC, London (6261)	CHE-102.363.738	C/O Procurement Operations 19, Beethovenstrasse 8002 Zurich

Barclays Service Company legal entities in France [COUPA Entities]

Barclays Legal Entity Billing Name	TAX ID	Invoice Submission
BARCLAYS BANK IRELAND PLC (6287)		CSP URL: https://supplier.coupahost.com/ C/O Procurement Operations Barclays Bank Ireland Plc 34 venue de Friedland Paris, France 75008
BARCLAYS BANK PLC FRANCE (6296)	FR55 852 306 778	CSP URL: https://supplier.coupahost.com/ C/O Procurement Operations Barclays Bank Ireland Plc 34-36 Avenue de Friedland Paris, France 75008