

## 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.

## Submitting an Invoice for Payment

### 1. Invoice requirements

We will only consider documents that state 'Invoice' or its equivalent translation, as a valid invoice document. The following documents will not be considered an invoice:

- Pro-forma invoices
- Statements
- Reminders
- Payments made on behalf of another company
- Quotations

An invoice must comply with the following standards:

a) Addressed to a valid Barclays legal entity. The "Bill-to" entity is indicated on the Barclays purchase order so please refer to the purchase order if you have received one. (note: 'Barclays' is a trading name and not a valid legal entity) .

b) On company letterhead or in a valid tax invoice format

c) Include the following information:

- Barclays Vendor ID
- Purchase Order (PO) number (for PO invoices) or Contact Code (for direct invoices)
- Supplier's name and address
- Supplier's country Tax/VAT registration number, if applicable
- Invoice number and date
- Invoice amount (gross and net value) and currency
- Tax rate and amount charged (VAT, GST, Sales and Use, where applicable) – for foreign currency where VAT is charged, the local currency equivalent needs to be indicated
- Details of goods and services supplied (for PO invoices, details required such as PO line item number, price and quantity)

Note:

If an invoice is missing any of the mandatory information an email communication will be sent to suppliers explaining this. Invoices which do not contain PO number/Contact Code will be rejected and purged if information is not received within 14 days after email communication to suppliers.

### 2. Invoice delivery

#### UK Entities:

Coupa is now the primary method of sending invoices to Barclays UK entities. Suppliers should transact all invoices via the Coupa Supplier Portal (CSP) or Supplier Actionable notifications (SANs) wherever possible. If a Supplier is unable to send invoices via the CSP and has previous experience of cXML, Barclays can enable them for cXML integration. Suppliers should contact the Coupa Programme if they already have this capability and would like us to enable them for cXML in Coupa. Alternatively, where a Supplier is unable to utilise any of the aforementioned invoicing methods, they can continue to send invoices via the current IPS process.

Invoices can be uploaded via IPS portal and/or sent by post. Please refer overleaf for invoice delivery options relevant to each entity.

#### Non UK Entities:

For entities supported by the IPS portal, it is mandatory to upload invoices using this channel. Hardcopy invoices do not need to be sent. If you have received a purchase order from Barclays, please input the Vendor ID (Supplier account number) and purchase order number when uploading the invoice. For new POs issued after 24 July 2015, the Barclays entity code is indicated below the purchase order number.

For other entities, suppliers must send original invoices directly to Procurement Operations at the addresses listed overleaf.

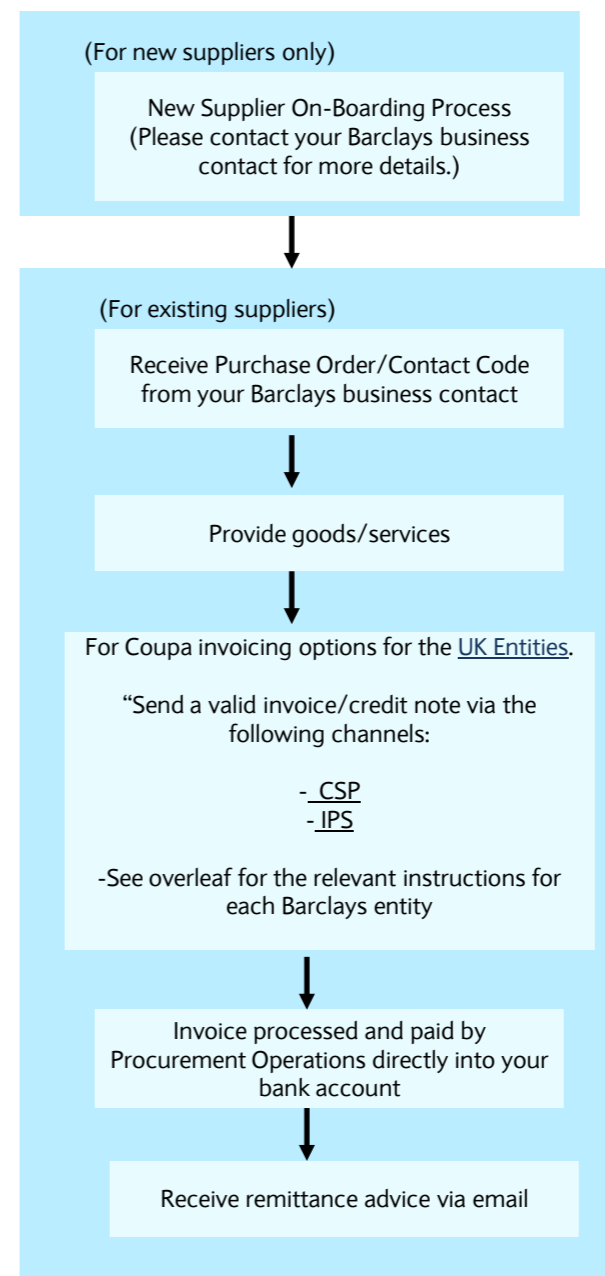
### 3. Payment terms

Our standard payment terms are 45 days, unless another payment term is contractually agreed with our Procurement Operations department, from the date which Barclays receives a correct invoice. Our payment method is electronic transfer of funds into the specified bank account.

### 4. Contact details

Please raise any queries via email to [VendorQuery@Barclays.com](mailto:VendorQuery@Barclays.com). We will endeavour to respond to all inquiries within two business days of receipt.

## Invoice Lifecycle



## Invoice Process

### Supplier Reference Document

April 2018

List of the Barclays legal entities supported by Procurement Operations

Barclays Service Company legal entities in United Kingdom [AIP/COUPA Entities] (VAT Regn No. GB 243 8522 62)	
Barclays Legal Entity Billing Name	Invoice Submission
	IPS URL: <a href="https://barclaysupload.ipsservices.com">https://barclaysupload.ipsservices.com</a>
Barclays Services Ltd or Barclays Bank PLC (3761)	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 [AIP/COUPA Entities]	
Barclays Legal Entity Billing Name	Invoice Submission
Barclays Bank PLC (4952)	
Barclays Bank PLC (2585)	
Barclays Bank PLC, IOM Branch (9708)	IPS URL: <a href="https://barclaysupload.ipsservices.com">https://barclaysupload.ipsservices.com</a>
Barclays Bank PLC (3000)	
Solution Personal Finance Ltd (3561)	C/O Procurement Operations PO Box 8208
Clydesdale Financial Services Ltd (3882)	Unit 4A Woodley Park Estate, Reading Road, Reading, RG6 9QY,
Barclays Mercantile Business Ltd (9002)	United Kingdom

Barclays holding company in United Kingdom [AIP/COUPA Entity]	
Barclays Legal Entity Billing Name	Invoice Submission
	IPS URL: <a href="https://barclaysupload.ipsservices.com">https://barclaysupload.ipsservices.com</a>
Barclays PLC – BPLC (7893)	C/O Procurement Operations PO Box 8208 Unit 4A Woodley Park Estate, Reading Road, Reading, RG6 9QY, United Kingdom

Barclays UK legal entities [AIP/COUPA Entities] (VAT Regn No. GB 243 8522 62)	
Barclays Legal Entity Billing Name	Invoice Submission
Barclays Bank UK PLC (2580)	Coupa Supplier Portal : A link to sign up to the portal will be communicated directly  IPS URL (For all UK entities only): <a href="https://barclaysupload.ipsservices.com">https://barclaysupload.ipsservices.com</a>
Barclays Insurance Services Company (BISCO) (1065)	C/O Procurement Operations PO Box 8208
Woolwich Survey Services Ltd (3860)	Unit 4A Woodley Park Estate, Reading Road, Reading, RG6 9QY, United Kingdom
First Plus Financial Group Plc (3885)	

Barclays legal entities in Channel Island – Jersey/Guernsey [AIP/COUPA Entities]	
Barclays Legal Entity Billing Name	Invoice Submission
Barclays Bank Plc, Jersey Branch (9623)	IPS URL: <a href="https://barclaysupload.ipsservices.com">https://barclaysupload.ipsservices.com</a>
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 [AIP Entities]	
Barclays Legal Entity Billing Name	Invoice Submission
Barclays Capital Canada Inc. (2905)	IPS URL: <a href="https://barclaysupload.ipsservices.com">https://barclaysupload.ipsservices.com</a>
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 entities in United States [AIP Entities]	
Barclays Legal Entity Billing Name	Invoice Submission
Barclays Bank PLC (6750)	IPS URL: <a href="https://barclaysupload.ipsservices.com">https://barclaysupload.ipsservices.com</a>
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
Barclays Capital Real Estate Holdings Inc (2818)	Secaucus, NJ 07096
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)	

Barclays legal entity in Europe [AIP Entities]	
Barclays Legal Entity Billing Name	Invoice Submission
Barclays Switzerland Services SA (2332)	C/O Procurement Operations 18-20 Chemin de Grange Canal 1211 Geneva 3
Barclays Bank (Suisse) SA (9705)	C/O Procurement Operations 18-20 Chemin de Grange Canal PO Box 3941 1211 Geneva 3
Barclays Bank PLC Spain (C105/8757)	Plaza de Colon 1
Barclaycard Spain (C012)	28046, Madrid
Iberalbion A.I.E (C013)	Spain
Barclays legal entity in Middle East [AIP Entities]	
Barclays Bank PLC, Israel Branch (6268)	C/O Procurement Operations 21 Ha'arba'a Street 64739 Tel Aviv Israel
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

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 IPS, it is mandatory to use this channel. Hard copy invoices need not be sent.

List of the Barclays legal entities supported by Procurement Operations

Barclays legal entities in Asia [AIP Entities]	
Barclays Legal Entity Billing Name	Invoice Submission
Barclays Bank PLC, Singapore Branch (5280)	IPS URL: https://barclaysupload.ipsservices.com
GST Registration No: M200069315	
Barclays Services Ltd, Singapore Branch (1321)	C/O Procurement Operations
GST Registration No: F00007088D	
Barclays Capital Futures Singapore Pte Ltd. (1266)	10 Marina Boulevard, #24-01
GST Registration No: M201095999	
Barclays Group Operations Limited, Singapore Branch (4223)	Marina Bay Financial Centre Tower 2
GST Registration No: F00007196H	
Barclays Capital Asia Ltd (1254)	IPS URL: https://barclaysupload.ipsservices.com 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 Wealth Services Limited (9732)	C/O Procurement Operations
Barclays Securities Japan Ltd (1263)	31st floor, Roppongi Hills
Barclays Services (Japan) Ltd (1265/1312)	Mori Tower, 6-10-1 Roppongi,
Barclays Funds and Advisory Japan Limited (1350)	Minato-ku, Tokyo 106-6131
Barclays Bank PLC, Tokyo Branch (5279)	Japan
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  R3720 L37 Taiwan 101 Tower No 7 Sec.5 Xin-Yi Road, Taipei 110, Taiwan
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	AIP/ Manual
Barclays Global Service Centre Private Limited (3257)	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  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	AIP
Barclays Global Service Centre Private Limited (3992)	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 <sup>th</sup> Floor, Spectra Hiranandani Gardens Powai, Mumbai - 400076 India  <b>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</b>	AIP
Barclays Global Service Centre Private Limited (3992)	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,	AIP
Barclays Global Service Centre Private Limited (3992)	09AADCB1173D1Z2	Uttar Pradesh (STPI Unit)	<b>Noida 3</b> C/O Procurement Operations 2 <sup>nd</sup> , 4th to 10th Floor, Unitech Infospace Park, Building no.1, Plot no. 2, Block B, Sector 62, Uttar Pradesh, Noida – 201307 India <b>Noida 3 .1</b> 11th and 12th Floor, Unitech Infospace Park, Building no.2, Plot no. 2, Block B, Sector 62, Uttar Pradesh, Noida – 201307 India <b>Noida 3 .2</b> 1st and 7 <sup>th</sup> to 10th Floor, Unitech Infospace Park, Building no.2, Plot no. 2, Block B, Sector 62, Uttar Pradesh, Noida – 201307 India	AIP
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	Manual

List of the Barclays legal entities supported by Procurement Operations

Barclays legal entities in India				
Barclays Legal Entity Billing Name	GSTIN Number	State	Invoice Submission	AIP/Manual
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-Manual  1335-AIP
			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 legal entities in India				
Barclays Legal Entity Billing Name	GSTIN Number	State	Invoice Submission	AIP/Manual
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	Manual
			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 Meridian 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	