

WELCOME TO OUR SUPPLIER NETWORK!

To ensure a smooth and efficient partnership, please adhere to the following guidelines:



To view
all our
businesses
click here
to visit our
Business
Portfolio



1

- A PO must be in place before any work is started
- Every invoice must contain a valid PO number issued by our company (Advisory Insurance Brokers Limited).
- Invoices without a PO number will not be processed.

Purchase Order (PO) Requirements

2

- Send all invoices via email to our Accounts Payable (AP) department at: AdvisoryInsBrokersAP@ardonagh.com
- Copy your business contact in all correspondence.

Invoice Submission

3

- Include the PO number, item descriptions, quantities, and prices on all invoices.
- Ensure that the billing address matches the address provided on the PO.

Invoicing Guidelines

4

- For any queries regarding payments, contact our AP department at AdvisoryInsBrokersAP.Queries@ardonagh.com
- Maintain open and timely communication to resolve any discrepancies or issues.

Communication

5

- Deliver goods/services as per the terms agreed upon in the PO. (MSA/SoW/Service Agreement terms supersede PO terms)
- Ensure quality standards are met to avoid delays in payment processing.
- Payments are made in week 1 each month, please submit invoices to AP by week 3 to ensure payment.

Delivery and Quality Assurance

For any further questions, please contact advisory.procurement@ardonagh.com