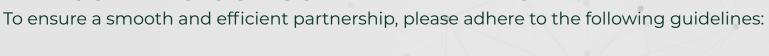
## WELCOME TO OUR SUPPLIER NETWORK!



















aycompare



- · 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.

· 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.



- · 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.

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

· Include the PO number, item descriptions, quantities, and prices on all invoices.

· Ensure that the billing address matches the address provided on the PO.

Communication

**Invoicing Guidelines** 

**Invoice Submission** 

## **Purchase Order (PO) Requirements**

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