

Dear Suppliers,

We are pleased to announce important updates to our financial processes at Jersey Electricity. Our commitment to excellence and continuous improvement has led us to implement changes aimed at improving the speed and efficiency of our financial operations. One of our primary goals is to ensure that all our valued suppliers are paid promptly and in accordance with our agreed terms and conditions. To achieve this, we are embarking on a comprehensive improvement project.

As part of this project, we will be reinforcing our "No PO - No Pay" policy, and we kindly request that all suppliers adhere to the following guidelines:

1. Purchase Orders (POs): Before providing any products, services, or works to JE, it is essential to receive a valid Purchase Order (PO) from your designated contact at JE.
2. Invoice Submission: All invoices/credits/statements must be submitted via email in pdf format to accountspayable@jec.co.uk. Additionally, you could copy in your designated contact at JE to help better coordination.
3. Timely Submission: Invoices must be submitted within 15 days from the date of providing goods or services to JE.
4. Include PO Number: Please ensure that each invoice includes the PO number. Invoices lacking a valid PO number will be subject to queries and may experience delays in processing and payment.
5. Send shipping/packing documents via email in advance to goodsin@jec.co.uk.

Should you have any questions, concerns, or require assistance with implementing these changes, please do not hesitate to reach out to your JE contact or contact us at procurement@jec.co.uk. We are here to support you throughout this transition.

We want to express our gratitude for your continued partnership and cooperation. Together, we can ensure that our business relationship remains strong and mutually beneficial. We look forward to working closely with you to achieve our shared goals.

JE Procurement and Finance Teams