

2024

Dear valued supplier,

We are pleased to inform you that we have switched over our accounting software and now are able to accept invoices directly into the system. This should mitigate any invoices that previously may have gone missing, reduce requests for copies from yourselves and speed up the processing.

To facilitate this, please send all invoices to :

purchaseinvoices@kaydeesayfa.co.uk

Please ensure all invoices are:

1. Addressed to the correct entity, KaydeeSayfa Limited.
2. On a separate pdf (multiple pdf's in emails are ok, just one invoice per pdf please).
3. Showing our purchase order number. Without a valid PO number, invoices will be rejected and unable to be processed.
4. Received in the period they are for.

Statements are required by the first working date of each month. No payments will be released without statements.

For timely processing of management accounts we ask that invoices are received in the month they are for. Any received after month end, will be entered in the month they are received in and therefore processed and paid accordingly.

Please implement this immediately and send all invoices going forward to:
purchaseinvoices@kaydeesayfa.co.uk.

Many thanks,

Rebecca Wilford

Group Finance Manager