



# Petrogas applegreen

## Supplier Information Pack

# Welcome to the Supplier Information Pack

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As a valued or new supplier of Petrogas/Applegreen we want to ensure we can issue payment within the agreed credit terms. To support this objective, in this supplier pack we have outlined what information is required to ensure documents are received, have adequate information to allow us to process, issue/allocate payments and reconcile account each month in the correct manner.

## **This information pack contains the following information:**

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# Billing Information

For VAT compliancy please ensure you invoice the relevant company listed below. It is important the correct company name, address and our VAT number are shown on your invoice otherwise it will be rejected which may cause a delay in payment.

**Note:** We can only accept documents with the correct company information – any variations of below will be rejected.

## Supply of goods or services to Republic of Ireland

Company Name	Petrogas Group Ltd.
Company Address	17 Joyce Way, Park West, Dublin 12, D12 F2V3
Registered Office	17 Joyce Way, Park West, Dublin 12, D12 F2V3
Company Number	179991
VAT Number	IE6579991E

# Billing Information

## Supply of goods or services to UK (excluding Northern Ireland)

Company Name	Petrogas Group UK Ltd.
Company Address	Office 3, The Limes, Dunstable Street, Amphill, Bedfordshire, MK45 2GJ
Registered Office	Office 3, The Limes, Dunstable Street, Amphill, Bedfordshire, MK45 2GJ
Company Number	05952225
VAT Number	GB991256690

## Supply of goods or services to Northern Ireland

Company Name	Petrogas Group NI Ltd.
Company Address	C/O Cleaver Fulton Rankin, 50 Bedford Street, Belfast, Co. Antrim, BT2 7FN
Registered Office	C/O Cleaver Fulton Rankin, 50 Bedford Street, Belfast, Co. Antrim, BT2 7FN
Company Number	NI069029
VAT Number	XI403275820

# Billing Information

## Supply of goods or services to Applegreen Electric Irl. Ltd.

Company Name	Applegreen Electric Irl Ltd.
Company Address	17 Joyce Way, Park West, Dublin 12, D12 F2V3
Registered Office	17 Joyce Way, Park West, Dublin 12, D12 F2V3
Company Number	703830
VAT Number	IE3807944MH

## Supply of goods or services to Applegreen Electric UK Ltd.

Company Name	Applegreen Electric UK Ltd
Company Address	Office 3, The Limes, Dunstable Street, Amphill, Bedfordshire, MK45 2GJ
Registered Office	Office 3, The Limes, Dunstable Street, Amphill, Bedfordshire, MK45 2GJ
Company Number	13612847
VAT Number	GB391695748

# Billing Information

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## Supply of goods or services to Applegreen Electric UK Service Areas Ltd.

Company Name	Applegreen Electric UK Service Areas Ltd.
Company Address	Office 3, The Limes, Dunstable Street, Amphill, Bedfordshire, MK45 2GJ
Registered Office	Office 3, The Limes, Dunstable Street, Amphill, Bedfordshire, MK45 2GJ
Company Number	13920585
VAT Number	GB411863609

# Delivery Docket Information

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Suppliers must ensure deliveries are booked in and signed by a Petrogas/Applegreen member of staff to ensure any shortages or damaged stock are reported.

## Please ensure:

- Only agreed range of goods are delivered.
- Replacement of short shelf life stock should not be included on the delivery docket
- Deliveries must be signed in the following format and **must be legible**:
  - › Full name in block capitals
  - › Full name in signature
  - › Site number
  - › Date of delivery
  - › Time of delivery
- If Accounts Payable request a proof of delivery (POD) and it does not meet the above requirements, payment will **not** be issued.

# Quotation for Services

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Prior to providing services to Petrogas/Applegreen please ensure you submit a quotation as this is necessary as backup to our purchase order.

## The quotation should include the following:

- Description of service
- Cost breakdown (net amount) by Applegreen site code (please request site code list from Applegreen contact who is engaging your services)
- Period cost(s) relates to e.g. January 2024
- Multiple VAT – please breakdown costs by VAT rates



# Invoice & Credit Note Requirements

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Invoice must include the following information:

- Date of issue of invoice
- Date of delivery of goods/services
- Unique sequential document number – no longer than 16 characters
- Suppliers full name, address and VAT registration number (if applicable)
- Customers full name, address and VAT registration number
- Delivery address where goods/services are provided
- Currency
- Purchase order number (refer to No PO No Pay for exceptions list) in format of 10, 12 or 15 digits
- Details of goods/services provided i.e. quantity (not case size or weight), description, unit price (excluding VAT)
- VAT breakdown by rate of VAT
- Total VAT payable in respect of supply

# Invoice & Credit Note Requirements

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## Details which must be shown on a credit note:

- Must include the same details as the invoice with at least one of the items below:
  - › Original invoice number (if applicable)
  - › Purchase order number (if applicable) in format of 10, 12, or 15
    - Original PO number e.g. if invoice is held for payment due to price or quantity reason
    - Uplift stock PO e.g. if consignment stock is unavailable, damaged stock etc.

## Relevant Contracts Tax (ROI)

If construction work being undertaken are under a relevant contract the invoice (in addition to above) must also have:

- Zero % VAT
- Include specific wording 'VAT on this supply to be accounted for by the Principal Contractor'

## When to invoice Petrogas/Applegreen

- Invoices must be submitted timely after goods or service are provided

## Submitting an invoice via email (not applicable to suppliers on EDI)

- Must be in PDF format (no other formats will be accepted e.g. Word, jpeg, Excel, links to invoices)
- One invoice per PDF
- One invoice per email
- Send to [accountspayabledocuments@applegreen.com](mailto:accountspayabledocuments@applegreen.com)
- Postal invoices/credit notes will not be accepted

# Electronic Data Interchange (EDI) Requirements

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## Introduction

Petrogas/Applegreen are mandating Electronic Data Interchange (EDI) with existing and new suppliers for invoicing purposes.

## What is EDI?

A simple definition of Electronic Data Interchange (EDI) is:

*'The use of computers and networks to exchange documents (invoices & credit notes) in a standardised format.'*

EDI enables the fast, accurate and reliable exchange of business transactions between the computer systems of buying and selling organisations.

## Benefits of EDI

- No charge for suppliers
- No specialist technical knowledge required as web-portal is available
- No paper/email invoice or credit note required
- Better security
- Less cost
- Faster payment
- Reduced queries

# Electronic Data Interchange (EDI) Requirements

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## What is being proposed?

The main purpose of this implementation is for suppliers to start sending electronic invoices to Petrogas/Applegreen for goods/services that have been delivered.

There are 2 available methods for suppliers to choose from to submit invoices/credit notes to Petrogas/Applegreen. The options are as follows:

### Integrated EDI

EDI documents (invoices & credit notes) move directly from supplier computer application to Petrogas/Applegreen computer application in a standard format. This eliminates the need for manual data entry and reduces cost and time. To implement Integrated EDI technical knowledge is required.

### Web EDI Portal

Web EDI uses a web-based portal to exchange electronic documents (purchase orders, invoices & credit notes) between our businesses. It is easy to use method and does not require any technical expertise or resources to implement and there is no cost to use. This eliminates the need for manual data entry and reduces cost and time.

## Who is helping us with the implementation?

Petrogas/Applegreen continue to have a successful ongoing partnership with TrueCommerce. TrueCommerce will work with you and provide information on set-up, access to web portal, testing and Go Live. They will also be your first point of contact for all technical queries during set-up and post Go Live.

# Electronic Data Interchange (EDI) Requirements

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## Next Steps

- Petrogas/Applegreen will provide TrueCommerce with your contact information.
- TrueCommerce will reach out to you via email and provide you with link to register via their onboarding tool.
- TrueCommerce will provide you with a video guide and onboarding guide.
- Supplier testing will need to be performed – the timeframe can vary depending on which option suppliers choose from above. The portal option can be set-up within a matter of days and can be used as an interim to suppliers who want to go integrated.
- Once testing is successful TrueCommerce will confirm your go live date with Petrogas/Applegreen. For any non-technical EDI questions please contact [apqueries@applegreen.com](mailto:apqueries@applegreen.com)

# Statement Requirements

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Suppliers are required to submit a monthly statement of account which should list outstanding invoices and credit notes i.e. unpaid invoices and credits only. This will allow Petrogas/Applegreen Accounts Payable team to proactively identify if we are missing any invoices or credit notes, follow up on blocked invoices, unallocated payments etc.

## What information is required on a Statement?

All statements submitted to Applegreen/Petrogas will go through a Optical Character Recognition (OCR) software, therefore it is very important the format remains the same e.g. the statement date should always be in the same place, company name and billing address etc.

Statements must include the following:

- Suppliers full name, address and VAT number
- Customers full name, address and VAT number
- Date of Statement – this must be dated at the end of each month e.g. 28<sup>th</sup>, 30<sup>th</sup> or 31<sup>st</sup>
- Currency
- Account Number (if applicable)
  - › If you have more than one account for Petrogas/Applegreen you must provide statements for each account even if value is zero!
- Date of invoice/credit note
- Document type e.g. invoice or credit note
- Amount (including VAT)
- Total amount outstanding (including VAT)
- Aging of amount outstanding e.g. 0-30 days, 30-60 days etc

# Statement Requirements

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Statements **must not** include the following:

- Carried or brought forward balances in summary total
- Invoices or credit notes already paid
- Payments

## How to submit Statement

- Statement to be submitted monthly by latest 5<sup>th</sup> of the following month (even if zero activity on account)
- Statement must be submitted direct to [statements@applegreen.com](mailto:statements@applegreen.com)
  - › This is an unmanned mailbox so please do not send queries or invoices/credits as you will not receive a response and invoices/credits will not be processed
- Statement **must** be in PDF format (preferably system generated rather than manual conversion of another document type however if this necessary please ensure no merged cells, overlapping of information and all information in the same location with same size column)
- Postal statements will **not** be accepted

**Note:** Failure to submit a monthly statement of account may result in delay in payment!

# Accounts Payable Contact Information

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This document details which mailbox to use when submitting documents or payment queries for all Petrogas/Applegreen companies.

Type	Email Address	Comments
Invoice & Credit Notes	<a href="mailto:accountspayabledocuments@applegreen.com">accountspayabledocuments@applegreen.com</a>	<b>This mailbox is <u>not</u> monitored</b>  Do not send: <ul style="list-style-type: none"><li>• Queries</li><li>• Statements</li><li>• Payment advice</li></ul>

**Note:** The above mailbox for submitting invoices & credit notes is only for existing suppliers until they transition to EDI



# Accounts Payable Contact Information

Type	Email Address	Comments
Statement of account	<a href="mailto:statements@applegreen.com">statements@applegreen.com</a>	<b>This mailbox is <u>not</u> monitored</b>  Do <b>not</b> send any of the following to this mailbox: <ul style="list-style-type: none"><li>• Invoices/Credit Notes</li><li>• Queries</li><li>• Payment advice</li></ul>
Payment queries  Payment Advice (direct debit suppliers)	<a href="mailto:apqueries@applegreen.com">apqueries@applegreen.com</a>	<b>This mailbox is monitored</b>  Do <b>not</b> send any of the following to this mailbox: <ul style="list-style-type: none"><li>• Invoices/Credit Notes</li><li>• Statements</li></ul>

**Note:** If your business is limited to only storing one email address in your database please let us know and we will advise you which one to use for all documents!

# No Purchase Order No Pay Policy

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As part of Petrogas Group of Companies (trading as Applegreen) continued focus to improve our procurement process we will be enforcing a stricter approach to our existing 'No Purchase Order No Pay Policy'.

No PO No Pay ensures that Petrogas group of companies only pays for goods or services which have been ordered and approved in accordance with our Procure to Pay policy. It also ensures invoices received by the Accounts Payable team can be processed efficiently and payment issued to suppliers as per the agreed credit terms.

## What this means for Suppliers

The objective is to ensure a more seamless purchasing experience for both our company and our valued suppliers. By adhering to this policy, we can better manage our transactions, minimise discrepancies and strengthen our working relationship.

To support adherence to the policy Petrogas/Applegreen requests our suppliers take note of the policy and ensure compliancy with same. Suppliers who submit invoices without quoting a PO or, which do not match our purchase order format will be at risk of a significant delay in payment.

Petrogas/Applegreen are mandating a Procure to Pay policy for all employees to follow. Petrogas will be actively enforcing the policy however, as a supplier you can help by ensuring that you receive a valid PO **PRIOR** to supplying goods or services.

# No Purchase Order No Pay Policy

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If a submitted invoice meets any of the below conditions, it will be rejected and payment will not be issued.

- Invoice is not in PDF format
- More than one invoice sent per email
- The purchase order number is not quoted on the invoice (for goods or services that are not part of the exceptions list)
- The purchase order number does not match our format
- More than one purchase order has been quoted on the invoice
- More than one invoice is given in a single PDF document
- The purchase order has already been quoted on another invoice and is fully matched

Once the invoice is rejected, please take corrective action and, if additional support is required, please contact the person who initially placed the order.

# No Purchase Order No Pay Policy

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## Exceptions to PO policy

Exceptions to PO policy are as follows:

- Utilities i.e. Gas, Electric, Water
- Rent and Rates
- Payments to public bodies (excluding licenses)
- Telephone Services i.e. broadband, mobile phones
- Pay on Scan e.g. Newspapers, magazines donuts except for sandwiches
- Lotto
- Commission invoices
- Rebates/LTA/Joint Business Plan
- Franchise fees
- Fleet Services
- Postal services
- Travel expenses (flight tickets, hotels, taxis etc)
- Non-integrated POS i.e. Subway
- Pension Contributions
- Cash in transit
- Bank charges
- Interest Costs
- Merchant acquiring fees
- 3PD suppliers
- One-off suppliers

# No Purchase Order No Pay Policy

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## What is a valid PO?

The following guide on Valid PO formats:

Direct Site Delivery (DSD):	420xxxxxxx (10 digits)
Fuel:	430xxxxxxx (10 digits)
Indirect PO:	450xxxxxxx (10 digits)
Manual Fuel:	470xxxxxxx (10 digits)
Manual Stock:	480xxxxxxx (10 digits)
Asset PO:	650xxxxxxx (10 digits)
Relevant Contract Tax (RCT) PO:	750xxxxxxx (10 digits)
Burger King:	1xxxBxxxxx (10 digits)
SMS/Bakewell:	9xxxxxxxxxxx (12 digits - ROI) 5xxxxxxxxxxx (12 digits – UK) 7xxxxxxxxxxx (12 digits – NI)
Chopstix PO:	9xxxWxxxxxxxxx (15 digits)

**Note:** It is extremely important for supplier to quote the correct PO (in the right format) on your invoice. If the PO is missing, has an extra digit or includes spaces or dashes it will make the number longer than the prescribed length of 10, 12 or 15 digits. For example, 9236 000123 - if you present the PO number like this (with a space) the length is now 11 digits! This will result in the invoice being rejected and may cause a delay in payment.

# Code of Conduct Policy

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Please click on below link to view Petrogas/Applegreen Code of Conduct

[https://applegreenstores.com/corporate/wp-content/uploads/sites/2/2023/04/AG\\_Supplier-Code-of-Conduct.pdf](https://applegreenstores.com/corporate/wp-content/uploads/sites/2/2023/04/AG_Supplier-Code-of-Conduct.pdf)

## Accessing Applegreen IT Systems & Data Processing

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If as a Third-Party you access Applegreen IT systems or process data on our behalf you will be subject to the following Group IT policies.

- Acceptable Use
- Third Party Management
- Information Security
- Remote Access
- Access Control
- Operations Security

Please contact [informationsecurity@applegreen.com](mailto:informationsecurity@applegreen.com) who will advise you on the suitable policy for the service/s you are providing.

**Thank you**  
from

