

# SUPPLIER INSTRUCTIONS

## FOR PURCHASE ORDERS, DELIVERIES AND INVOICE SUBMISSION

To help streamline the end to end procurement process, we are asking all suppliers to follow the steps within this document to enable us to process and pay your invoices without delay.

### WHEN RECEIVING A PURCHASE ORDER FROM DP WORLD



- Please review the Purchase Order document
- Any discrepancies must be communicated to [purchasing@dpworldsouthampton.com](mailto:purchasing@dpworldsouthampton.com)
- Authorisation from DP World must be obtained prior to dispatch, for any amendments in price, quantity or transportation fees. Approval will be communicated to you in the form of a Purchase Order Revision. Do Not duplicate the PO on your system when the revision is received.
- Invoices should only be submitted if the invoice value matches the purchase order value.

### WHEN DELIVERING GOODS TO DP WORLD



- All deliveries must be clearly marked with the Purchase Order Number on the outside of the package
- Please email Pre advice prior to delivery to include expected delivery date to [deliveries@dpworldsouthampton.com](mailto:deliveries@dpworldsouthampton.com) . Delivery notes, packing slips, delivery and shipping notifications can also be emailed to this address
- All deliveries must have a packing slip inside, quoting a valid Purchase Order Number- listing the quantity, our part number, your part number and a clear description of the items

- All deliveries must be addressed and delivered to DP World Southampton, Goods Inwards & Stores, Western Docks, Southampton SO15 1DA



- Drivers that attempt to deliver to the incorrect location will be redirected to our Goods Inwards and Stores
- Our Goods Inwards & stores is located within a secure zone and is subject to security (MSRD) regulations. Drivers will be required to provide government issued photographic identification and maybe subject to random searches.
- If you are using a courier service for delivering our Purchase Orders please inform them of the delivery requirements above.
- Items and Quantities must match the Purchase Order.
- Any incorrect items or duplicated items will need to be collected at your own cost.

## FOR SUBMITTING INVOICES TO DP WORLD



To receive payments in a timely manner, all invoices must:

- be emailed to [accountspayable@dpworldsouthampton.com](mailto:accountspayable@dpworldsouthampton.com) for processing
- be in PDF format
- be addressed to DP World Southampton, Western Docks, Southampton SO15 1DA
- include your company name, your invoice number, Invoice type (invoice, credit, Pro forma) in the subject line of your email
- quote a valid Purchase Order Number
- match the purchase order you have received. This includes price, quantity and transportation fees. **Any changes must be communicated and agreed to before any orders are delivered.** POs cannot be amended after delivery has taken place.
- include supporting documentation eg; timesheets, packing slips, PODs
- include bank details to send payments to

Any invoices received that do not match the above criteria maybe rejected or put into query, which may result in delayed payments.

# CONTACT DETAILS

Please use the contact details listed below



## Procurement

Orders, quotations, account issues

[Purchasing@dpworldsouthampton.com](mailto:Purchasing@dpworldsouthampton.com)

Sean 023 80 706309  
Beverley 023 80 706499



## Stores

Deliveries, collections, returns, stock

[deliveries@dpworldsouthampton.com](mailto:deliveries@dpworldsouthampton.com)

023 80 799608  
023 80 706493  
023 80 706378



## Accounts Payable

Invoices, remittances, statements, payments

[accountspayable@dpworldsouthampton.com](mailto:accountspayable@dpworldsouthampton.com)

023 80 706395

