

## FT Procure-to-Pay - Invoice requirements

The Financial Times is transitioning to a new Purchase Order system, as part of our commitment to improving our Procure-to-Pay processes. The FT's chosen procurement platform is Coupa.

### Key information:

Go live date: 18 November 2024

What this means for you:

- You must not provide any goods or services without having received a PO from the FT. This PO needs to be referenced on your invoices for it to be paid. Check within your organisation now to ensure that you are clear on your internal approach to POs and adding them to future invoices.

For your Invoices to be processed and paid efficiently, please ensure all the information outlined below is stipulated:

1. Company name
2. Address
3. Email address
4. VAT\Tax number (if registered)
5. Telephone number
6. FT legal entity (where goods or services should be billed to/shipped to)
7. FT business contact (who ordered the goods or services)
8. Invoice number
9. Invoice currency
10. Invoice amount
11. Invoice description of the goods or services
12. Purchase Order number
13. Payment term
14. Bank details
  - 14.1. - Bank name
  - 14.2. - Beneficiary account name
  - 14.3. - Bank account number
  - 14.4. - Sort code (UK/EU)
  - 14.5. - Branch number (APAC)
  - 14.6. - ABA routing number (US)
  - 14.7. - IBAN if applicable