

# Europe Finance

## Fair Payment Code

Supporting Vendors to get paid on time

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### Advice and Guidance

#### **Do you have a current valid contract with Fujitsu?**

If not, please contact the Fujitsu contact you have been dealing with.

#### **Have you received an approved Purchase Order (PO)?**

All repeat purchases, whatever their value, must be supported by a valid, approved Purchase Order. A valid Purchase Order is a document generated by one of our purchasing systems. The number formats of POs are as follows:

#### **Ten digits in the following number format 4XXXXXXXX**

#### **Do we have up-to date payment information on our systems?**

Please make sure that Fujitsu has your current company and Bank Account details. We need the following information to ensure we pay on time to the correct Bank Account.

- Company name and registration number.
- VAT number – if you are charging VAT on your invoice, we need your VAT registration details.
- Registered office address or trading address.
- Bank Account details including, Bank Account number, BIC & IBAN, Bank name address and Sort Code.
- Contact email address – this should be an email address for an email account that is viewed daily and monitored by a person or team of people that can respond to PO and invoice related queries.

#### **Fujitsu Purchase Orders**

Please help us to deliver POs efficiently by providing us with an email address that someone within your company will access on a daily basis to ensure Fujitsu POs are delivered to an appropriate person.

Please ensure you are using the correct email address for the entity you are transacting with which can be found on the purchase order.

Invoices must be submitted in PDF.

- You may include multiple attachments in a single email, but there must be only one invoice per attachment.
- The file must be unprotected, unencrypted and not in a Zip file.

#### **Invoices should contain the following information:**

- Company name and registration number.
- A valid Fujitsu PO Number - always quote a valid Fujitsu PO number on your invoices. Fujitsu has a 'no PO no pay' policy.

This includes ensuring that a PO has sufficient funds to cover the value of your invoice. Fujitsu PO number formats are as follows:

**Ten digits in the following number format 4XXXXXXXXXX**

- VAT number – if you are charging VAT on your invoice, we need your VAT registration details.
- Details of the products and services being invoiced – quantity, price per unit and line-item value.
- Gross amount and VAT or local tax amount.
- Invoice currency (GBP, EUR, USD, etc.)
- Payee Bank Account details, including Bank Account number, BIC and IBAN, Bank name and address.
- Include the name of your Fujitsu contact on your invoice, including their Fujitsu email address.

**For Payment queries please send an email to the email address which can be found on the purchase order.**

**Other important information**

Fujitsu has been awarded silver status – we pay at least 95% of all invoices within 60 days including at least 95% of invoices to small businesses.

Fujitsu abides by the principals of the Fair Payment Code and strives to pay all suppliers on time. Fujitsu manages several payment runs per week and supports a variety of payment methods including; BACS, SEPA Credit Transfers and cross border foreign currency payments. If invoices are valid and we receive them at least 15 working days before payment is due, they will be approved and processed for payment on time. Sending invoices by email removes the delays often experienced with the postal service. However, if you do send by post, please send by first class mail.

All invoice disputes will be dealt with by the Fujitsu ordering party and the Vendor directly.

In order that we manage the purchasing process in a timely and efficient manner, please make sure your Vendor details are up-to-date on our systems.

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