

Goods Not For Resale

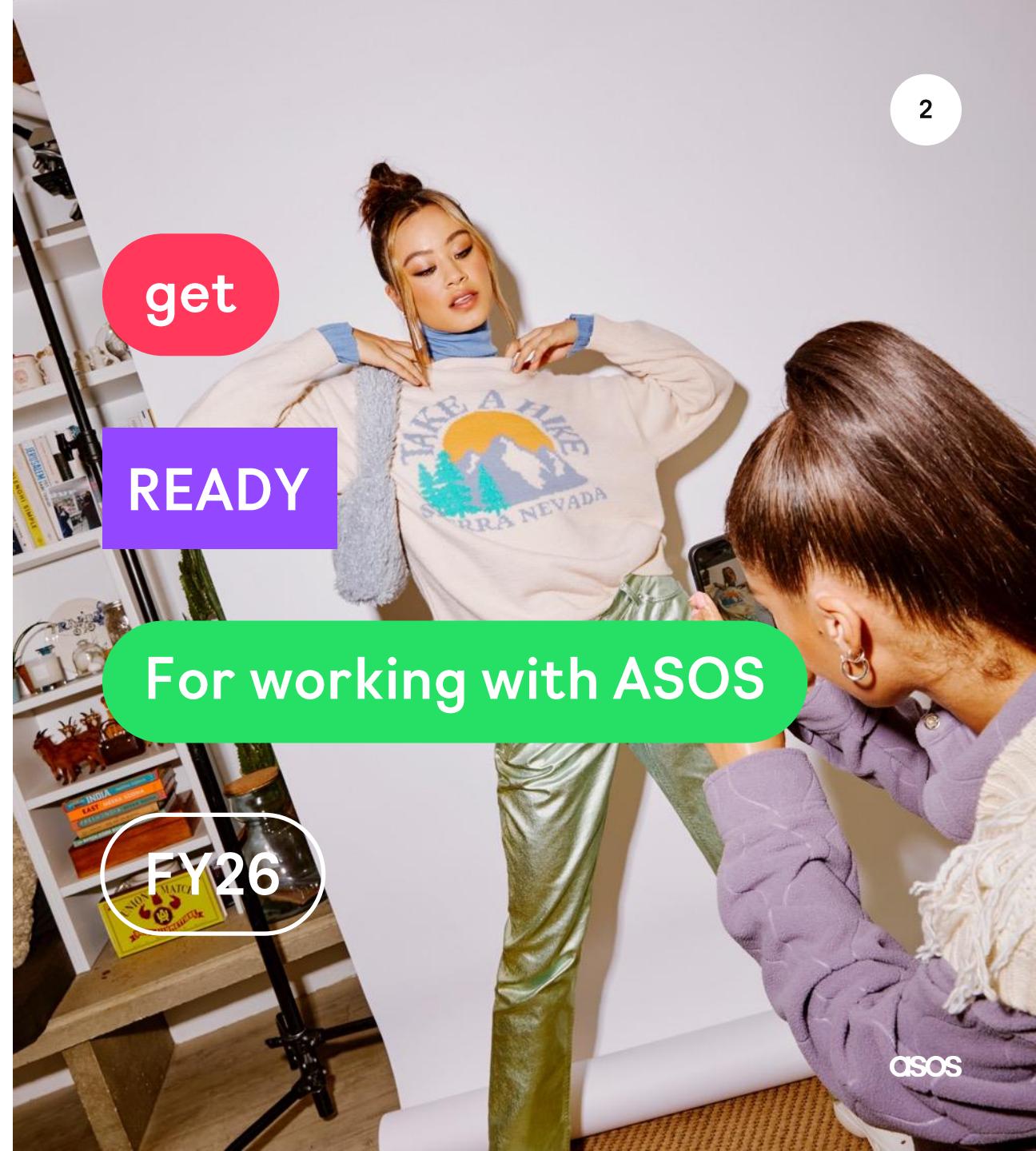
Working With ASOS Supplier Guide – Procurement & Accounts Payable FY26

Updated January 2026

ASOS

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No PO No Pay Policy

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We believe in working collaboratively with suppliers, with a relationship based on transparency.

At ASOS we operate a No PO (Purchase Order) No Pay policy – this means you should receive a PO from your ASOS contact* before you deliver any goods or complete any services.

If you do not receive a PO, you should follow up with your ASOS contact.

Benefits of receiving a PO:

- Commitment from ASOS for the goods/services ordered or agreed
- Clarity of what has been ordered/agreed
- More efficient way of working for you and ASOS
- Faster processing of invoices

*Your ASOS contact is who requests the goods/services and is responsible for raising the PO.



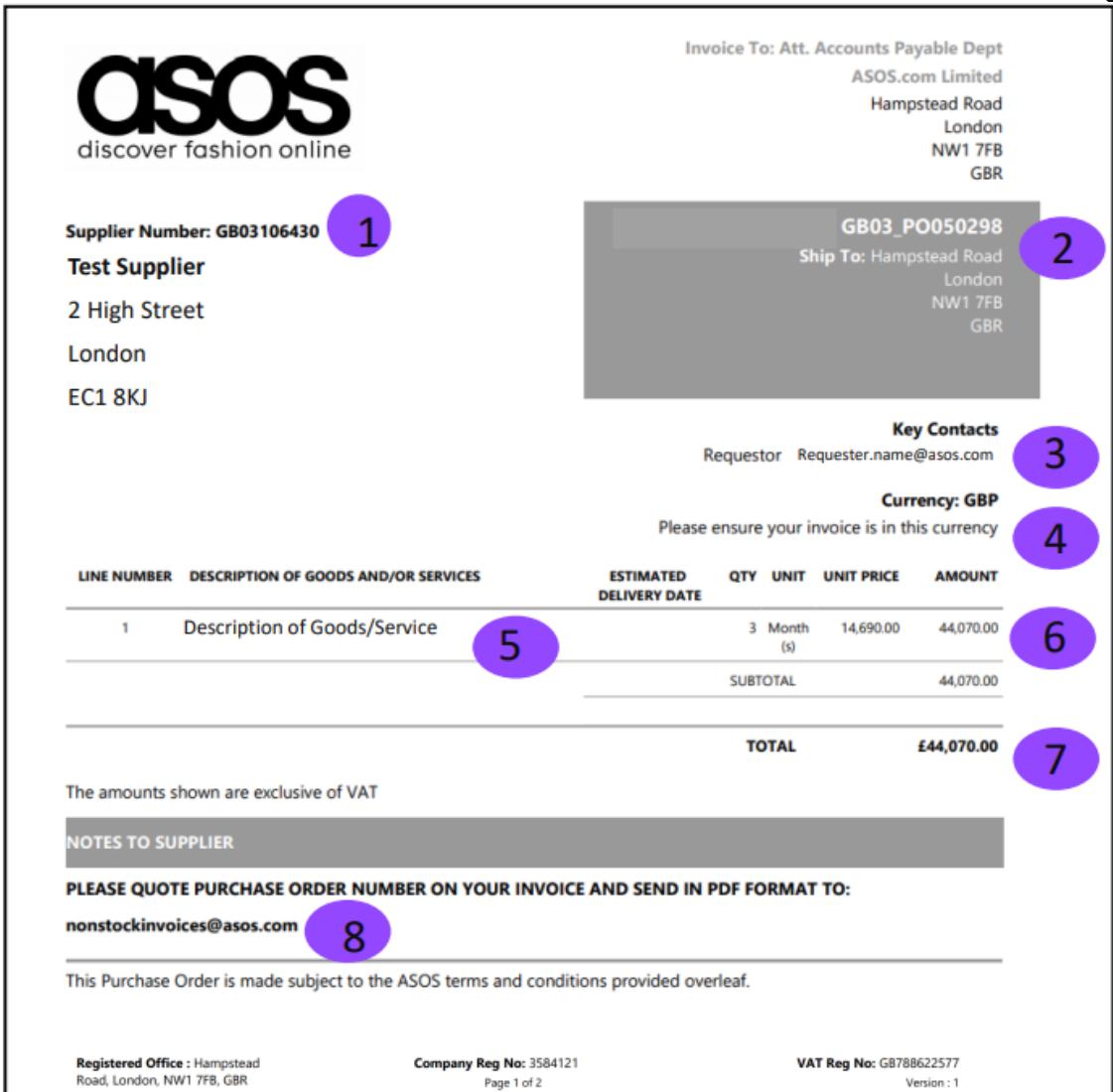
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The ASOS Purchase Order

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On the right is an example of what a typical ASOS PO looks like and the key parts:

1. Supplier Number – This is your unique supplier reference from our ASOS finance system. It can be useful to include this in communication with our Accounts Payable Team so they can quickly identify your account for any queries.
2. Purchase Order Number (PO) – This is a 13 alpha-numeric number and must be quoted on all invoices.
3. ASOS contact who is raising the PO.
4. Currency the PO has been raised in. If this is incorrect, please get in touch with your ASOS contact.
5. A description of the goods/services that been agreed and ordered.
6. Line value excluding VAT.
7. Total PO value
8. Email address where all invoices should be sent in PDF for processing.



ASOS Invoice Requirements

To ensure quick and efficient processing of your invoice, below are key details that should be included on your invoice:

- Supplier name, trading name and address
- Full ASOS PO number - This is a 13 alpha-numeric number
- Delivery address of good/services if applicable
- VAT number if applicable
- Invoice date, dated as per the delivery date of goods/services
- Unique invoice number
- Invoice currency as agreed on the PO document
- Quantity and cost of each good/service being billed
- If applicable, separate net, VAT and gross amounts
- If the invoice is in a currency other than GBP and charging 20% domestic VAT rate, the GBP conversion value must also be included

Sending Your Invoice & Invoice Rejections

Sending your invoice to ASOS:

- ▲ All invoices must include a valid ASOS PO number
- ▲ Invoices must be sent once only on the day they are generated to nonstockinvoices@asos.com (Please note this is a processing mailbox only and no queries will be dealt with from here).
- ▲ Invoice must be sent in PDF or TIFF format only. All other formats will not be accepted.
- ▲ If sending multiple invoices, these must be sent in one invoice per PDF/TIFF format and can be included in a zip file with a maximum size of 10MB.
- ▲ Invoices not sent to nonstockinvoices@asos.com will be considered not received.

Invoice Rejections:

Invoices will be rejected by our third-party processor and an automatic email sent confirming the reason for rejections. Invoices will be rejected due to:

- ▲ No PO number
- ▲ No invoice date
- ▲ No invoice number
- ▲ Incorrect currency
- ▲ Net, VAT and Gross amounts do not balance

ASOS Payment Process & Payment Runs

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- ▲ ASOS standard terms are to pay invoices in the next payment run immediately after the due date based on agreed terms.
- ▲ Invoices due up to Tuesday of each week will be paid as per T&Cs arrears process.
- ▲ Invoices in dispute will not be paid until all parties have resolved the dispute; payment will then be made on the next available payment run.
- ▲ Payment runs are generated once a week by Accounts Payable.
- ▲ Suppliers should receive a remittance by Wednesday close of business the same week.
- ▲ Payment will be received into supplier bank account within 3-5 working days of the remittance date.
- ▲ Remittances are sent to the email address set up in the ASOS system.

ASOS Tax Information

- [ASOS.com UK](#) VAT number GB 788622577
- [ASOS.com Germany](#) VAT number DE264816373
- [ASOS Atlanta](#) – no sales tax should be charged

Any further Tax queries should be sent directly to the Tax Team – taxteam@asos.com

Please note, if you submit an invoice in a currency other than GBP and charge 20% UK Domestic VAT, the GBP conversion value should also be included.



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Extra Support



Contact your ASOS
Accounts Payable contact
for changes to:

- Remittance advice email
- Business address
- Bank details (letter head required)



If you have queries
regarding your Purchase
Order:

Get in touch with your ASOS contact
who requested the goods/services



If you have queries
regarding your payment
or account:

Email your ASOS Accounts Payable
contact