



THE BRITISH LAND COMPANY PLC

Supplier Invoicing Guidance

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Owner: James Schuldenfrei, Procurement Lead



1. Purpose

British Land¹ (BL) takes a commercially responsible approach to its expenditure and supplier engagement. This policy supports effective cost control, governance, compliance and accurate financial reporting. A consistent company-wide approach to procurement and invoice payment helps ensure value for money, quality, and efficient processing.

2. Application

This guidance applies to all third party suppliers and creditors of British Land wishing to receive funds from British Land.

3. BL Responsibilities

It is the responsibility of all BL Employees to ensure that a valid Purchase Order (PO) or Service Charge Contract is raised and approved before requesting, authorising or allowing a third party to supply goods and/or services.

4. Third Parties'/Suppliers' Responsibilities

Third Parties and Suppliers must obtain a valid British Land PO or Service Charge contract number, prior to the delivery of goods and services. If a supplier chooses to deliver goods and/or services without a valid PO, British Land may reject the invoice and payment may be delayed until compliance is achieved.

Third Parties and Suppliers must quote the relevant PO or Service Charge Contract number on their invoice.

5. Policy Exceptions

The following types of expenditure are the **only** exceptions where British Land will accept invoices for payment without a supporting PO:

- Rental payments (e.g., rent refunds to tenants, head lease rents)
- Utilities (e.g., water, energy, phone tariffs and phone lines)
- Landlord service charge costs for Property Management entities (e.g., void unit costs, marketing contributions, car park costs)
- Planning fees and grant payments
- HMRC payments (e.g., SDLT, VAT, Corporation tax)
- Regulatory authorities (e.g., building regulation fees, CRC fees)
- Rating authorities (e.g., void unit business rates)
- Local authorities (e.g., CIL costs) and statutory fees
- Expenses
- Payments covered by the Treasury policy (e.g., relating to debt and interest)
- Payroll related costs (including share related payments and PAYE)
- One-off charitable donations under £5k

¹ In this policy, the use of the term "British Land" encompasses all Affiliates of British Land.



- Business Travel booked through a BL approved Travel Partner
- Direct Debit Payments
- Memberships & Professional Subscriptions
- Debt recovery invoices

Any request for an additional exception must be approved in writing by the Procurement Lead in conjunction with Group Finance.

6. Invoice submission requirements

All invoices being submitted to British Land for payment must be presented in the following way to enable payment terms to be met.

- Invoices submitted by third parties should ideally provide details of a UK bank account. Any payment requests to non-UK bank accounts will require additional approval and may incur delays and additional costs associated with international payments.
- We no longer accept invoices submitted by post
- Please do not submit any invoices solely to the British Land employee/third party who requested the goods or services as this will delay payment

Valid invoices quoting PO or Service Charge Contract numbers should be sent by email to the email address indicated on the PO/Service Charge Contract as follows:

- If your PO starts with "BL": payment.operations@britishland.com
- All other POs/Service Charge Contracts: scaccounts.payable@britishland.com

Each invoice must include:

- A valid order number
- Full legal name of your company, company address, VAT number
- Contact details of your finance team, in the event of any queries relating to your invoice
- Your bank account details: Payee, Bank, Sort Code, and Account Number
- An invoice number with no spaces
- An invoice date and due date

Failure to provide any of the above information will lead to delays in payment.

7. Invoice disputes

If a dispute arises in relation to an invoice, British Land will seek to resolve the dispute within 30 days. If this is not possible then the supplier will be notified with an explanation of the reason for the delay and a contact at British Land who is responsible for resolving the dispute.

If you have any further questions regarding invoice submission or payment then please contact:

POs starting with "BL"

payment.operations@britishland.com / 02074864466 (Option 2, 1)

All other POs/Service Charge Contracts



scaccounts.payable@britishland.com / 02074864466 (Option 2, 2)

8. Invoice settlement

Provided that all conditions are met in accordance with section 6 and no dispute is raised, invoices will be paid within the agreed terms.

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