



Norse Group Ltd
280 Fifers Lane,
Norwich,
NR6 6EQ

01603 894100
norsegroup.co.uk

29/10/2025

Dear Norse Group Supplier

When sending invoices to us please ensure they comply with the following requirements:

- Invoices must be emailed to accountspayableinvoices@norsegroup.co.uk
- All invoices **MUST** quote a Norse Group purchase order number
- Invoices received without an official purchase order will be rejected and returned
- Invoices must be sent in a searchable PDF format
- Invoices must be addressed to the Norse Company who provided you with the purchase order. The name of the Norse company will be explicitly identified on all Norse purchase orders.
- Only one purchase order per invoice
- Invoices must include:
 - The supplier identity (your Company name and contact details)
 - Norse company name (your customer)
 - Norse purchase order number
 - Invoices must be emailed to accountspayableinvoices@norsegroup.co.uk
- Any correspondence in connection with an invoice must also quote the purchase order number.

Please send all statements to statements@ncsgrp.co.uk

All other finance related correspondence (e.g. queries etc.) must be sent to a separate email address to fin.norwich@ncsgrp.co.uk

It is the responsibility of you, the supplier, to ensure you can comply with these requirements and we thank you in advance for your co-operation.

Please email the Norse procurement team at procurement@norsegroup.co.uk if:

- You wish to discuss any issues or concerns, or need clarification
- The contact information we have used for your company is incorrect
- Your customer(s) do not appear in the table above
- You are unable to comply
- Anyone from Norse approaches you to supply goods or services without a formal purchase order number in advance of the request for supply.

Kind regards,

Norse Group