



Invoice Processing – MGroup

For MGroup to successfully process supplier invoices, suppliers must comply with the following, unless agreed otherwise in writing:

- Goods/ services should only be provided when a valid purchase order number is supplied.
- Invoices must be addressed to the full legal entity name as shown on the purchase order.
- All invoices MUST quote a valid purchase order number, ensuring the invoice value (either individually or the aggregate value of several invoices) does not exceed the purchase order value.
- A clear description of the specific goods/services provided.

Please submit your invoices to the applicable mailbox. Invoices must be in the following format:

- JPEG, JPG;
- PDF version 1.3 and above (note that XFA format and PDF portfolios are not supported);
- TIFF, TIF;
- PNG.
- Invoice must be its own attachment but can be any number of pages.
- You cannot send more than 10 invoices per email.

Please note; the invoice mailbox is a no reply mailbox. All queries and statements must be sent to the ap.queries mailbox.

HMRC requirements

- All invoices must show a date and a unique invoice number
- All invoices must be addressed to the full legal entity as shown on the purchase order issued to your company
- Your full company name and address must be clearly shown
- If VAT is being charged on your invoices, the VAT registration number must be quoted
- If VAT is being charged on your invoices, the VAT rate and VAT amount must be displayed i.e. 20%

Additional Information:

- If your invoices are subject to Construction Industry Scheme (CIS), invoice payments made will be reduced by the appropriate amount as defined by your HMRC status.
- We operate a weekly payment run process that will clear in your bank each Friday. This includes approved due invoices up to the following Thursday.

MGroup Operating Businesses

Company	Invoices Only	Statements & Queries
M Group Energy (Agility Eco Services) Limited	AES.invoices@mgroupservices.com	AES.apqueries@mgroupservices.com
M Group Telecom Limited	ANS.invoices@mgroupservices.com	ANS.apqueries@mgroupservices.com
M Group Energy (Bierce Surveying) Limited	BSL.invoices@mgroupservices.com	BSL.apqueries@mgroupservices.com
Caledonia Water Alliance	CWA.invoices@mgroupservices.com	CWA.apqueries@mgroupservices.com
M Group Energy (Data Insight) Limited	CDL.invoices@mgroupservices.com	CDL.apqueries@mgroupservices.com
M Group Transport (Rail & Aviation) Limited	DBL.invoices@mgroupservices.com	DBL.apqueries@mgroupservices.com
M Group Water (MEICA Projects) Limited	IDS.invoices@mgroupservices.com	IDS.apqueries@mgroupservices.com
M Group Transport (M&E) Limited	KHE.invoices@mgroupservices.com	KHE.apqueries@mgroupservices.com
M Group (Services) Limited	MGS.invoices@mgroupservices.com	MGS.apqueries@mgroupservices.com
M Group (Plant & Fleet Solutions) Limited	MPF.invoices@mgroupservices.com	MPF.apqueries@mgroupservices.com
M Group Telecom (Technology Services) Limited	MAG.invoices@mgroupservices.com	MAG.apqueries@mgroupservices.com
M Group Highways Limited	MIL.invoices@mgroupservices.com	MIL.apqueries@mgroupservices.com
M Group Energy (Metering) Limited	MDS.invoices@mgroupservices.com	MDS.apqueries@mgroupservices.com
M Group Energy (Network Infrastructure) Limited	MTN.invoices@mgroupservices.com	MTN.apqueries@mgroupservices.com
M Group Energy (Infrastructure) Limited	MES.invoices@mgroupservices.com	MES.apqueries@mgroupservices.com
M Group Telecom (Fixed Network Solutions) Limited	MTS.invoices@mgroupservices.com	MTS.apqueries@mgroupservices.com
M Group Water (Network Infrastructure) Limited	MWS.invoices@mgroupservices.com	MWS.apqueries@mgroupservices.com
M Group Water (MEICA Specialist) Limited	PML.invoices@mgroupservices.com	PML.apqueries@mgroupservices.com
Protect My Property Services Ltd	PRO.invoices@mgroupservices.com	PRO.apqueries@mgroupservices.com
Seeka Ltd	SEK.invoices@mgroupservices.com	SEK.apqueries@mgroupservices.com
M Group Telecom (Mobile Network Solutions) Limited	WTL.invoices@mgroupservices.com	WTL.apqueries@mgroupservices.com