

ODEON Cinemas (UK & Ireland)
3rd Floor
No. 8 First Street
Manchester
M15 4RP

Tel. 0161 455 4000
Fax. 0161 455 4075

Welcome to the start of your journey to become an ODEON approved supplier. We are looking forward to working with you, however before we can there are a number of steps that must be completed.

- Please complete and print the new supplier company details template on to your company letterhead. This must be completed in full, please follow all guidelines and ensure you provide accurate information in line with your Company registration, please then scan into PDF format.
- You must also provide a PDF of a **Bank Issued Document** this can be a voided paying in slip or cheque, or a letter or statement from the bank. It must clearly show the account name, sort code & account number and for Non-UK accounts the IBAN and Swift. This must match the template you have completed. Bank details on letterhead, invoices or in any other format than a PDF of a document issued by the bank are not acceptable.
- **These two PDF documents must be sent to your ODEON contact by email ensuring you cc_ supplierpdf@odeonuk.com They must be in PDF format, we cannot accept any other format.**
- If the company name differs in any way from the company name on the bank account, this will delay your application and we ask that you provide additional information as to why this is the case.

If you are unsure, have any questions or need any help please get in touch with your ODEON contact, alternatively you can contact the Accounts Payable Team on +44 (0)161 455 4000.

Once all of the above have been completed and your ODEON contact has obtained internal sign off and submitted your application we will carry out our due diligence, this may include searches of external agencies. The outcome of the application will be communicated back to your ODEON contact.

We would like to be clear from the start, so here are a couple of things to note.

- ODEON payment terms are standard for ALL suppliers and will be **30 days** from receipt of invoice.
- ODEON operates a strict NO PO NO PAY policy. You must always obtain a purchase order number prior to supplying ODEON with goods or services. **Without this your invoice will be returned to you and you will not receive payment.** (The only exception is if you are supplying retail goods for re-sale in which case you should agree the ordering process with our retail team prior to supply.)
- Invoices sent by email can only be accepted in PDF format and should be sent to accountspayable@odeonuk.com
- Invoices sent by post must be sent to our Manchester address (shown above) and be clearly printed so that our OCR software can read them, we can not accept poor quality dot matrix or hand written documents.

It is also essential that invoices are made out to the correct legal entity. Please see below for details of the company you should invoice.

- ODEON UK, all cinemas except Manchester Great Northern - Odeon Cinemas Limited
- ODEON (Formerly AMC) Manchester, Great Northern – AMC Theatres of UK Limited
- ODEON Ireland, all cinemas - United Cinemas International (Ireland) Limited
- The ODEON Contact Centre – Bookit Limited

Any exception to any process above must be agreed in writing with the ODEON finance team.

We look forward to working with you.

The ODEON team

ODEON Cinemas Limited. Registered in England No. 1854132. Registered Address: St. Albans House, 57-59 Haymarket, London, SW1Y 4QX. VAT No. GB 241717672

AMC Theatres of UK Limited. Registered in England No. 03276252. Registered Address : Unit 2, The Great Northern, 235 Deansgate, Manchester, M3 4EN. VAT No. GB927481501

United Cinemas International (Ireland) Limited. Registered in Ireland No. 441782. Registered Address: 6th Floor South Bank House, Barrow Street, Dublin 4. VAT No. IE 9694881P

Bookit Limited. Registered in England No. 00464880. Registered Address : Odeon Stoke Cinema, Marina Way, Festival Park, Stoke on Trent, ST1 5SN. VAT No. GB791586875

