

Welcome to our supplier network

Follow the guidelines below to ensure a smooth and efficient partnership:



Click here
to view our
business portfolio
and the power of
Everywhen



1

- A Purchase Order (PO) must be in place before any work is started
- Every invoice must contain a valid PO number, issued by our business
- Invoices without a PO number will not be processed

Purchase order (PO) requirements

2

- Send all invoices via email to our accounts payable (AP) team at: advisoryinsbrokersap@ardonagh.com
- Be sure to copy your Everywhen business contact in all correspondence

Invoice submission

3

- Include the PO number, item descriptions, quantities, and prices on all invoices
- Ensure that the billing address matches the address provided on the PO

Invoicing guidelines

4

- For any queries regarding payments, contact our AP team at: advisoryinsbrokersapqueries@ardonagh.com
- Maintain open and timely communication to resolve any discrepancies or issues

Communication

5

- Deliver goods/services as per the terms agreed upon in the PO (PO terms can be superseded by the following: master service agreement, statement of work, service agreement terms)
- Ensure quality standards are met to avoid delays in payment processing
- Payments are made in week one each month. Please submit invoices to our AP team by week three to ensure payment

Delivery and quality assurance

For any further questions, please contact advisory.procurement@ardonagh.com