

## **Direct Debit Payment Guidelines**

*Note - Direct Debit is for Impulse purchases only, not Cloud Marketplace.* 

The available payment terms are:

- 10 days from the date of invoice.
- 15 days from the date of invoice.
- 20 days from the date of invoice.
- 30 days from the date of invoice: Payments are taken daily as and when the invoices are due; if more than one invoice is due per day they will be taken as one lump sum.
- 30 days weekly: This is where a week's worth of invoices are batched together and taken as a lump sum on a Friday.
- 20th of the month following invoice date: This option is only where the credit facility exceeds £30,000.

Please ensure you specify which of the above options you wish to take up.

Letters are sent out a week before that outlines the invoices that will be taken and when. At this point if you have any queries you need to advise CREDIT CONTROL to suspend the invoice.

Our Direct Debit Mandate forms can be found below; please **scan** a copy of the completed mandate to your Credit Controller.

Credit Risk Department Ingram Micro UK Limited CBXII West Midsummer Boulevard Milton Keynes MK9 2EA



## Ingram Micro UK Limited

Please complete the whole form using ball point pen, ensuring you have quoted your IMUK account number in the boxes under Service user 628126, then scan a copy of the completed mandate to your Credit Controller.

## Instruction to your bank or building society to pay by Direct Debit

Ingram Micro UK Limited CBXII West Midsummer Boulevard Milton Keynes, Buckinghamshire MK9 2EA	Servic	e user n	umber				-			
	6	2	8	1	2	6				
Name(s) of account holder(s)	Ingram	n Micro /	Account	Numbe	er		-			
Bank/building society account number Branch sort code	Please detailed Direct I with Ing	ction to y pay Ingr d in this I Debit Gua gram Mic nically to	am Micro nstructic arantee. ro UK Li	o UK Lir on subjec I unders mited ar	nited Dir ct to the stand tha nd, if so,	ect Debi safeguar at this Ins details v	rds ass structio	sured by n may re	the	
Name and full postal address of your bank or building society To: The Manager Bank/building society										
Address	Signatu	ure(s)								
Postcode	Date									

Banks and building societies may not accept Direct Debit Instructions for some types of account

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This guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Ingram MicroUK Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Ingram micro UK Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Ingram Micro UK Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when Ingram Micro UK Limited asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.