

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

