

Supplier FAQ's V1- Sale of Inchcape Retail to Group 1

How do I contact the Procurement Team if I have any issues

Your usual contact for Inchcape Retail will not change. The Uk.procurement@inchcape.co.uk email and the supplier website [Suppliers | Inchcape UK](#) will also still be available to you.

As we fully integrate with Group 1 we will update you with any further updates.

Who do I contact at sites if I have any issues?

All teams will remain the same, please continue to contact them in the usual manner.

Will I still receive Coupa orders and Invoice using the CSP?

Coupa will remain available for you to process orders and invoices. If this process changes we will let you know.

How will my existing Direct Debit/Payments be affected?

All direct debits/payments will continue to be made as normal. There is no supplier action required and payment terms will remain as is.

Will the company details change?

The company number will remain the same (00194561), however, Company name, and address will change to; Group 1 Retail, First Point St. Leonards Rd, Allington, Maidstone, Kent ME16 0LS

How do I submit invoices?

Please continue to submit invoices as usual. If there are any issues or an invoice has not been paid, please contact Enquiries.AccountsPayable@inchcape.co.uk

Why do I need a new Self-Billing agreement from 1 August 2024?

Note this only applies to existing Self- Billing suppliers. The change to our VAT number means a new self -billing agreement needs to be in place. Please send the new agreement to Emma Blackmore, emma.blackmore@inchcape.co.uk) our VAT Accountant for signature and return.

Self-billed invoices with the old VAT number, issued on or after 1 August 2024 will not be accepted.

Will the Inchcape Retail VAT number change?

Yes, the Inchcape Retail VAT number has changed to: 252853986.

When can we expect to see visual changes to the company?

From today you will see a change in our logo to reference we are now part of Group 1. Our site branding will change over the coming months. We'll let you know if any of these branding changes impact you.

What if I currently supply Group 1?

Please continue to provide goods and services as per the current arrangements with each business. The Procurement teams will be in touch as we integrate the businesses.

What if I have an existing contract with Inchcape Retail limited?

No action is required, the company number is the same and any existing contracts will stand. Notices should continue to be sent in accordance with the terms set out in the contract and/or uk.procurement@inchcape.co.uk.

Do I need to change who I'm invoicing?

Invoices should be addressed to Group 1 Retail Limited, however invoices in the name of Inchcape Retail Limited will be accepted in the short term where administration errors occur. After this, invoices will be rejected and invoices will need to be reissued in the correct name; Group 1 Retail Limited.