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Invoice Payments Guide

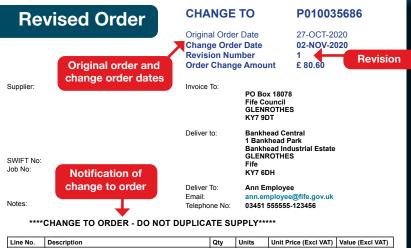
We try to process supplier invoices as quickly as possible. Whichever part of Fife Council, or associated Trust/ Arm's Length Organisation you do business with, take these steps to avoid delays:

- 1 Get an official purchase order (PO) see example below. Don't provide any goods or services without one!
- 2 Send a costed delivery note/work confirmation to the contact named on the PO so they can confirm receipt / completion before the invoice is submitted.
- 3 There are a number of invoicing options available, we can work with you to choose the best option for processing your invoices.

Spot revised orders so you don't duplicate supply.

Our PO numbers have 10 digits. Revised orders will show a revision number, which will increase by 1 each time the PO is amended. Only POs with no revision number should be treated as a new order.





Invoicing Methods

• Send your invoices directly to Accounts Payable at:

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- IDR.invoices@fife.gov.uk
 *Please send each invoice as an individual file. We accept Word and PDF documents.
- Invoicing via the Supplier Portal using this method you create and submit an invoice in the Fife Council Supplier Portal, the benefits to using this method is that the invoices are matched to a purchase order at point of creation, therefore the invoice when submitted goes directly into the Payables system with no user intervention required.
- E-invoicing the facility to submit your invoice in an electronic format.
- Self-billing where we automatically pay you for the goods/services provided, without the need for you to submit an invoice.

Invoices that are cleared for payment

- Are addressed to the purchasing organisation that is identified on the PO. E.g. if the PO has been issued by a Trust the invoice must be addressed to them and not Fife Council.
- State the full 10 digit PO number (starting P0...). If you receive a new PO for the next financial year make sure you change this on your invoice.
- For each invoice line, state the PO line number and item/service description it refers to.
- For each invoice line, state the quantity, unit price (for goods) and total value being billed. These can't be higher than shown on the PO. If a PO is incorrect, contact the person named on it to get it amended.
- Use a unique alpha numeric invoice number containing no slashes/dashes or special characters.

Contact us

- Queries about specific POs & invoices: use the email address provided to contact the employee named in the 'Deliver to' section of the PO.
- General queries about invoice payment: erp.accounts-payable@fife.gov.uk
- Set up options, or purchasing enquiries: enquiry.procurement@fife.gov.uk