

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.

Invoicing Methods

- Send your invoices directly to Accounts Payable at:
 - invoices.accountspayable@fife.gov.uk**
 - or PO BOX 18078, Glenrothes, Fife KY7 9DY
 *Please send each invoice as an individual file. We accept Word, Excel 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.

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.

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

Original Order

Purchase Order P010035686

Order Date Ordered 27-OCT-2020
£ 200.00

PO Number

Supplier: Invoice To: PO Box 18078
Fife Council
GLENROTHES
KY7 9DT

Deliver to: Bankhead Central
1 Bankhead Park
Bankhead Industrial Estate
GLENROTHES
Fife
KY7 6DH

SWIFT No: Job No: **Fife Council contact who raised the PO**

Deliver To: Ann Employee
Email: ann.employee@fife.gov.uk
Telephone No: 03451 555555-123456

Notes:

| Line No. | Description | Qty | Units | Unit Price (Excl VAT) | Value (Excl VAT) |
|----------|-------------|-----|-------|-----------------------|------------------|
|----------|-------------|-----|-------|-----------------------|------------------|

Revised Order

CHANGE TO P010035686

Original Order Date 27-OCT-2020
Change Order Date 02-NOV-2020
Revision Number 1
Order Change Amount £ 80.60

Revision

Original order and change order dates

Notification of change to order

Supplier: Invoice To: PO Box 18078
Fife Council
GLENROTHES
KY7 9DT

Deliver to: Bankhead Central
1 Bankhead Park
Bankhead Industrial Estate
GLENROTHES
Fife
KY7 6DH

SWIFT No: Job No: **Notification of change to order**

Deliver To: Ann Employee
Email: ann.employee@fife.gov.uk
Telephone No: 03451 555555-123456

Notes:

****CHANGE TO ORDER - DO NOT DUPLICATE SUPPLY****

| Line No. | Description | Qty | Units | Unit Price (Excl VAT) | Value (Excl VAT) |
|----------|-------------|-----|-------|-----------------------|------------------|
|----------|-------------|-----|-------|-----------------------|------------------|