**[www.fife.gov.uk/supplierguidance](http://www.fife.gov.uk/supplierguidance)**

**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. Do not 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 several 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:
* 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 cannot 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.

**Spot revised orders so you do not 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 (Purchase Order) with no revision number should be treated as a new order.



**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