

Guidance for suppliers on submitting compliant Purchase Order invoices

Please follow the below steps when submitting invoices to ensure they are processed and paid within the agreed payment terms. All invoices must be addressed to **Cambridgeshire County Council**.

Please use this compliant invoice checklist to ensure your invoice is in line with the statutory audit requirements:

Compliant Invoice Checklist		
1	Your full company name, address, and contact details.	✓
2	Invoice date to ensure our system calculates your invoice due date correctly.	✓
3	A unique invoice number which we will be recorded on our system and quoted on your remittance advice or during any other correspondence with you.	✓
4	A valid ERP Purchase Order Number for the goods and/or services you are invoicing for on the invoice. The correct Cambridgeshire County Council PO number will have 11 digits and start with 3130XXXXXX and must be clearly specified on the invoice.	✓
5	Your bank details including sort code and account number where you expect to receive the payment for your invoice.	✓
6	Full organisation name and address liable for paying the invoice i.e., Cambridgeshire County Council	✓
7	Clear description of the goods and/or services provided.	✓
8	Accurate quantities, price and amount due.	✓
9	The date of supply (also known as tax point) if this is different from the invoice date.	✓
10	A breakdown of the goods and/or service clearly showing the net price, the VAT rate, the VAT amount, and the total amount for each line on the invoice.	✓

Submitting your invoices

Please email all Purchase Order Invoices in PDF format to: ccc.invoices@cambridgeshire.gov.uk

Invoices must be submitted in PDF format and individually attached i.e., one invoice per each attachment, **but** you can submit multiple attachments in one email. Invoices which are not submitted in PDF format will be automatically rejected and unpaid until you re-submit your invoice in the required PDF format. Please ensure the PO number is clearly specified on the invoice. The PDF invoices are automatically exported from Outlook into ERP system and information provided in the emails is not monitored.

We prefer to receive invoices via email but if you are unable to send them to us electronically, paper invoices can be posted to:

Accounts Payable - ALC2636
Cambridgeshire County Council
New Shire Hall
Emery Crescent
Enterprise Campus
Alconbury Weald
Huntingdon
PE28 4YE

Non-Compliant invoices will be automatically rejected and unpaid until you re-submit your invoice in the required format.

If you have any queries regarding the outstanding invoice payments or need to update your supplier record, please contact our Helpdesk via:

Email: financehelpdesk@westnorthants.gov.uk or **Telephone:** 0300 126 7333 (external customers)

Halo: (Internal customers only)