

## **Invoicing arrangements following supply of Goods and Services to Tameside Metropolitan Borough Council**

The aim of the Council is to ensure its Suppliers are paid accurately and in a timely manner. In order to facilitate this we ask you ensure you receive an official Purchase Order for all goods / services ordered by the Council.

By quoting a valid purchase order on your invoices, you will benefit from an improved payment service.

A **valid** PO is a PO that has been raised to a sufficient value to cover a particular engagement.

To ensure you are compliant with the Council's No PO No Pay Policy, please contact your Council contact with whom you have negotiated goods and services to ensure that they provide you with a valid purchase order number.

To allow us to process your invoice efficiently, the invoice **MUST** contain the following information:

- Addressed to Tameside MBC
- Your full company name and address including post code.
- Date of Invoice (tax point).
- Full unique invoice or credit note number.
- VAT Registration Number (if applicable).
- Bank account details if you require payment by BACS, this is Tameside Councils preferred payment method
- A valid purchase order must be quoted on the Invoice
- One purchase order per invoice.

You must also ensure that the invoice does not contain any sensitive\* or personally\* identifiable information\* relating to service users/residents or any individual. \*Personally identifiable information, or sensitive personal information, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

Any invoices which do not comply with the above will be returned directly back to the supplier and not paid until the criteria above are resolved.

Invoices should be sent to the Procure to Pay Team (P2P) at:-  
[supplierinvoice@tameside.gov.uk](mailto:supplierinvoice@tameside.gov.uk)

We would like to improve our client focus and as such invite you to make any comments you may have about our invoice processing and payments service. This can be done by emailing the P2P Team at: [supplierinvoice@tameside.gov.uk](mailto:supplierinvoice@tameside.gov.uk)

### **Bank account details verification**

If you are a new supplier to Tameside MBC (or one that has not provided goods/services to the Council for some time) you will be requested to provide confirmation of your bank

account and sort code, in order that payments of your invoices can be made.

You will receive official communication from Tameside MBC quoting a Supplier ID reference requesting details of your-

- Bank account number
- Sort code

This information must be returned (quoting the Supplier ID) to [supplierinvoice@tameside.gov.uk](mailto:supplierinvoice@tameside.gov.uk) on your official business letterhead and be signed/dated and confirm the position within the Company of the signatory.

Payment cannot be made to your Company, even if you have quoted this information on your invoice, until this formal confirmation is received.

### **Introduction to the Platinum Payment Programme**

The council provides a large number of services for local people, businesses and visitors to Tameside. We are committed to developing an efficient and unified approach when working closely with our key strategic suppliers who help us deliver these services. In these unprecedented times of financial pressures we are exploring new and innovative ways in which benefits can be introduced to help relieve these pressures, particularly to those who help us provide invaluable services to residents of our borough.

The council has launched the Platinum Payment Programme, a new initiative that enables us to pay our suppliers ahead of contracted terms by streamlining our payment processes.

As part of this initiative we have conducted an in-depth analysis of the purchase to pay process with the key objective of improving the ordering, invoice management and payment process in order to bring benefits to all parties which include:-

- Improved cash flow through the early payment of invoices;
- Reduced payment volatility - suppliers will be paid faster and more consistently;
- Increased efficiency, prioritised invoice processing and dedicated query resolution;
- Closer collaboration and mutually beneficial to our long-term relationship;
- Enhanced client satisfaction and increased visibility within the Council;
- Improved financial metrics

The Council is working with Oxygen Finance to deliver this programme and have built this in to their tender documentation to engage suppliers from the earliest outset to join the programme. If you are a supplier however, that has not been made aware of the programme so far and you are interested to find out more, the link to the programme micro site is provided below, you will see more information here, as well as details of how to sign up.

<http://response.oxygen-finance.com/TMBC-home>

It has been a huge success since going live and we believe it will strengthen our relationship with all participating suppliers. Many of our suppliers have recognised the immediate benefits to their Company for very little return.