

## **INVOICING ARRANGEMENTS FOLLOWING THE SUPPLY OF GOODS & SERVICES TO TRAFFORD COUNCIL**

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

All purchase orders will include an official order number. This order number must be quoted on all invoices. Also, it is imperative that your invoice is addressed to Trafford Council, Accounts Payable Section, Sale Waterside, Waterside House, Manchester M33 7ZF. Our preference would be for you to **email your invoice to [accounts.payable@trafford.gov.uk](mailto:accounts.payable@trafford.gov.uk)**

**Quoting the purchase order number and sending the invoice to the correct address will help avoid any potential payment delays.**

In summary, to help us to pay you on time, you can assist us by:

- Trafford operates a No Purchase Order No Pay policy so always asking for a Purchase Order Number from the area of the Council you're supplying to
- Always quote the Purchase Order Number on the delivery note
- Always quoting the Purchase Order Number on your Invoice, invoices received without the Purchase Order number quoted will be returned
- Always addressing your invoice to Trafford Council, Accounts Payable Section, Sale Waterside, Waterside House, Manchester M33 7ZF and send by email to [accounts.payable@trafford.gov.uk](mailto:accounts.payable@trafford.gov.uk) as a PDF attachment
- Emailed invoices must be in a PDF format, JPEG's, Excel Spreadsheets or word documents will not be accepted
- Ensure 1 PDF document to 1 invoice / credit note
- PDF documents should be attached directly to the email and not as an attachment to an embedded email.
- Ensuring that the invoice shows your name and address
- If you are VAT registered you need to quote your VAT registration number
- If we are being charged VAT – it needs to be shown separately
- The rate of VAT also needs to be shown i.e. 20% or 5%
- Always ensure that the invoice has sufficient narrative to explain the charge
- If you are a CIS Supplier, that your invoice shows labour and materials separately

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 [accounts.payable@trafford.gov.uk](mailto:accounts.payable@trafford.gov.uk) or writing to me at the address above.