



**The Queen Elizabeth
Hospital King's Lynn**

NHS Foundation Trust

VIAMED
15 STATION ROAD
CROSS HILLS
KEIGHLEY
WEST YORKSHIRE
BD20 7DT

**The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust**

On behalf of:

NHS Shared Business Services

Phoenix House

Topcliffe Lane

Wakefield

WF3 1WE

Dear Sir/Madam

Reminder: Important changes for all suppliers trading with The Queen Elizabeth Hospital King's Lynn NHS Foundation Trust

I am writing to make you aware that from **1 October 2022, The Queen Elizabeth Hospital King's Lynn NHS Foundation Trust** has transferred some of its Financial Services and Transactional Procurement Services to NHS Shared Business Services (NHS SBS). Processing and payment of the organisation's invoices will be included in this transfer.

As you are a supplier to The Queen Elizabeth Hospital King's Lynn NHS Foundation Trust, this will affect the way in which your invoices will be authorised and processed for payment.

NHS SBS aims to make this transfer as smooth as possible, both for you as a supplier and for the Trust. Included in this correspondence is some essential guidance on the upcoming changes to ensure you transition smoothly with us.

If you have any questions about the move to new supplier arrangements for processing and payment, please do not hesitate to get in touch.

- For invoices dated prior to 1 October 2022 please maintain existing contacts.
- For invoices dated after 1 October 2022 please contact: NHS SBS Payables Helpdesk on: 0303 123 1177 or visit www.sbs.nhs.uk/supplier-contact

These new arrangements are designed to significantly improve the efficiency with which your invoices are processed and paid. We would be most grateful if you could please pass this letter to the appropriate people in your organisation to ensure a smooth transition.

We look forward to working with you under the new supplier arrangements for the Trust.

Yours faithfully

Chris Benham
Director of Finance



**The Queen Elizabeth
Hospital King's Lynn**

NHS Foundation Trust

If you are already using Tradeshift to invoice other NHS SBS clients, you will receive a connection request, which needs to be accepted, to be connected to The Queen Elizabeth Hospital King's Lynn NHS Foundation Trust from the 1 October 2022. When the request is received, please ensure that you also check and confirm the Primary Contact details on your Tradeshift account.

Procurement - what does this mean for you?

As a preferred supplier to the Trust, you will be required to provide a valid purchase order number on all correspondence and documentation. Any purchase order number used historically will no longer be valid from 1 October 2022.

To ensure that invoices are processed without delay it is essential that we are provided with the following information:

- The NHS Purchase Order Number – most requests for goods and services will be accompanied by a purchase order number. If you have received a purchase order number, you must ensure you quote it on your invoice.

If a purchase order has not been placed with you, please provide us with:

- The Organisation Contact Name and Department – this is the person who requested and received the goods or services. If requested by the organisation, this should be in the following format: XXJBLOGGS (where the contact's name is J Bloggs). This name should be placed in the purchase order number field on the invoice so that the scanning software will pick it up.

This information is vital for invoice authorisation; without it, payment will be delayed.

If there is no purchase order number or contact name/department NHS SBS may not be able to process your invoice, in which case it will be returned to you unpaid.

Claim form for payment

If you send a claim form for payment rather than an invoice, please continue with your current process, or speak to your contact at the Trust for more information.

Bank details

Our preferred payment method is electronic automated clearing (BACS).

If you are currently paid by cheque and wish to be paid by BACS, would you please provide the following information on company headed paper to: NHS Shared Business Services, Phoenix House, Topcliffe Lane, Tingley, Wakefield, WF3 1WE or email sbs-w.apmaintenance@nhs.net

BANK NAME
SORT CODE
ACCOUNT NUMBER
ACCOUNT NAME

Terms and Conditions