



Dear Sir / Madam

## **Future payments from Doncaster & Bassetlaw Hospital NHSFT**

The trust has recently undertaken a review of its processes and procedures. One of the outcomes of this has been to revise our rules relating to the payment of supplier invoices.

Therefore, from the 1<sup>st</sup> July 2016 the following will be implemented:

1. The Trust will only process invoices quoting a valid order number (order numbers are 8 digits long and commence 16 or 17). Failure to quote a valid order number will result in your invoice being returned to the supplier.
2. All invoices need to be addressed to the Finance Department (address below). The trust's standard payment period will in future only commence from the date that invoices are received in the Finance department. Therefore no guarantee can be provided that any invoices sent to other locations within the trust's sites will be paid in a timely manner. Therefore all invoices need to be addressed to :

Finance Department  
Block C  
Armthorpe Road  
Doncaster  
South Yorkshire  
DN2 5LT

Or emailed to

[financialaccounts@dbh.nhs.uk](mailto:financialaccounts@dbh.nhs.uk)

Yours faithfully



**Andrew Thomas**  
**Interim Associate Director of Finance**