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5th Floor
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23rd September 2021

Accounts Payable Supplier letter

CHANGE OF ORGANISATION and ACCOUNTS PAYABLE details

Dear Supplier

On the 1st October 2021 the Pennine Acute Hospitals NHS Trust will be acquired by Salford Royal NHS Foundation Trust. The new enlarged organisation will be The Northern Care Alliance NHS Foundation Trust.

The accounts payable function for Bury, Oldham, Rochdale and Salford services will remain with ELFS Shared Business Services

I am writing to inform you of the address and contact details.

Purchase Orders in respect of the Northern Care Alliance will be issued from the 1st of October 2021.

Please forward your NCA related **invoices dated from 1st October 2021** to ELFS at the following e-mail address, ensuring all invoices quote the appropriate Purchase Order Number elfs.002NCA@Cloud-trade.net **EXCLUDING Pharmacy invoices (see details below).**

Statements should be directed to a different ELFS e-mail address:
nca.statements@elfs.myservicedesk.com

Please use the following FAQ's for queries in regards to the format and invoicing process.
<https://www.cloudtradenetwork.com/supplier-enablement/elfs-shared-services/elfs-shared-services>.

Invoices from NHS organisations must clearly quote the cost centre and budget holder's name which will be provided by the individual requisitioning your service.

Backing Data – please send separately to the Manager who ordered the service/goods or if it contains Patient Identifiable Data (PID) to their nhs.net account.

Invoice submission via email allows for the most efficient processing and will assist in the prompt payment of your invoice and this initiative is in line with the Department of Health and Social Care directive to all NHS organisations to move to a full e-Invoicing solution.

If you are unable to send an invoice via email, please use the following postal address:

The Northern Care Alliance Foundation Trust
C/O Mitie
Unit 8
Network Park
Duddeston Mill Road
Birmingham
B8 1AU

CONTACT DETAILS for all other invoice queries:

Please visit <https://www.brightmast.com/elfsaskap>

PHARMACY INVOICES

Please continue to send pharmacy invoices relating to purchase orders in the usual manner. These order numbers begin with 957/ for Salford and one of the below for Pennine sites:

156/ or 976/ for Oldham
880/ or 976/ for North Manchester
606/ for Fairfield
296/ for Rochdale.

Your co-operation in this matter is much appreciated as it will assist with the efficient and prompt payment of your invoices.

Yours sincerely

Stephen Leech
Group Head of Financial Management
Northern Care Alliance NHS Group (incorporating Salford Royal NHS Foundation Trust
and Pennine Acute Hospitals NHS Trust)
