

Guidance on Submission & Layout of invoices/credits



South Eastern Health
and Social Care Trust

Financial Services Team
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Ards Community Hospital
Church Street
Newtownards
BT23 4AS

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England
BD20 7DT

IMPORTANT INFORMATION

Dear Sir/Madam,

As a supplier of goods and/or services to South Eastern Health and Social Care Trust (SEHSCT), I am contacting you to share guidance on the submission and layout of invoices/credits.

Suppliers are advised to send their invoices/credits either directly by email (**in PDF format or it will be discarded**) or if you prefer to post you can send to the following **Trust address**:

South Eastern Health and Social Care Trust
PO Box 1043
BALLYMENA
BT42 9BS

Under no circumstances should invoices be sent directly to Trust staff.

There is key detail that should be included on your invoices to ensure prompt and accurate payment.

At the point of requesting goods/services, Trust staff need to provide you – the supplier - with the below information. It is important that you then detail this information on any invoice that you submit.

- **The Trust address as above**
- **Supplier Code – 105734**
- **Purchase Order number (If applicable) - to be provided to supplier at time of request**

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- Cost Centre – to be provided to supplier at time of request
- Account Code – to be provided to supplier at time of request
- Approver Name – to be provided to supplier at time of request

**** Goods must be delivered to the address specified at time of order, they should not be left in communal areas. Proof of delivery documents should include legible recipient names****

To Submit Invoice/Credit by Email:

*Failure to comply with the following requirements will result in delay of payment

1. Insert your **invoice/credit** directly into an email as a **PDF email attachment**. This is the only acceptable file type.
2. If you have submitted your invoice as any other file-type, or have attached a folder containing the PDF attachment, you will need to resubmit with the PDF invoice attached directly to the email.
3. Each PDF should contain 1 invoice on the first page, plus any backup documentation behind it. If you have submitted multiple invoices within one PDF, please resubmit as **one invoice, per one PDF attachment**. Multiple PDF attachments can be attached to a single email.
4. If your PDF attachment is password protected, or the security settings do not permit content copying, you will need to resubmit your invoice as **unsecured**.
5. Please ensure the invoice image contained in your PDF attachment is **orientated correctly**, with text horizontal and legible.
6. When your email is ready to send, please select the appropriate email address as outlined below:

	POP (Purchase Order Number) Supplier Quoting Purchase Order Numbers on some/all transactions	Non Pop (No Purchase Order Number) Supplier Quoting Purchase Order Numbers on some/all transactions
South Eastern Health & Social Care Trust	SEHSCT.POP@hscni.net	SEHSCT.NONPOP@hscni.net

7. Reminder documents should be emailed directly to the HSCNI Finance Officer responsible for your account or payments.ssc@hscni.net if contact is not known. They should not be emailed to the invoice email addresses.

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8. Statements should be emailed directly to the HSCNI Finance Officer responsible for your account or statements@hscni.net if contact is not known. They should not be emailed to the invoice email addresses.

Failure to comply with any of the above requirements may result in a delay in invoice payment.

If items are not delivered to the specific address stipulated at time of order, this will also delay payment.

Should you have any queries, or require any further guidance, please do not hesitate to contact either the undersigned or our Systems Admin team who can be contacted on 02891512135/02891512070 or by email fpl.systemadmin@setrust.hscni.net.

If you have updated your contact details, please let us know.

I would like to take this opportunity to thank you for your continued support.

Kind regards,

K. Foster

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