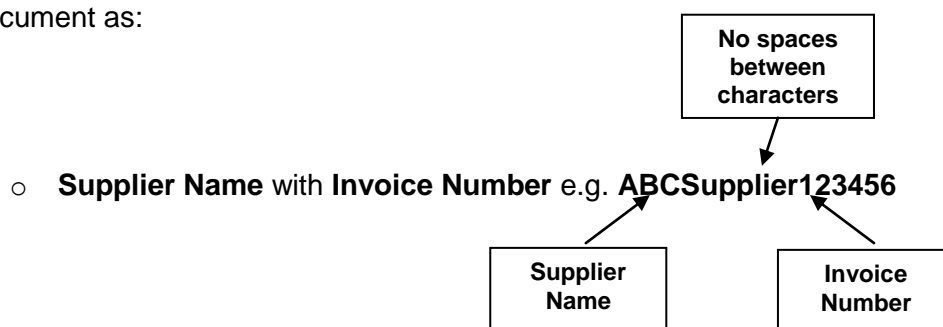


Electronic Submission of Invoices Information Sheet

- Electronic submission of invoices in a format compatible with our IT systems will facilitate faster processing and faster payment (as defined in our Terms and Conditions).
- Invoices are acceptable in the following formats:
 1. TIF(not TIFF)
 2. GIF
 3. BMP
 4. JPEG
 5. PDF (maximum 1000KB)
- All invoices must quote a valid Purchase Order Number.
- Only send one invoice per document/attachment.
- Please restrict your invoice number to 20 characters **preferably** without any symbols, using only letters and numbers.
- To further assist us with processing, please can you name your Invoice Document as:



- Please also put the Invoice Document Name (as above) in your e-mail 'Subject' line. If sending multiple invoices (one per document) on one e-mail please detail your supplier name in the e-mail 'Subject' line.
- All invoices should be e-mailed to invoices@ealing.gov.uk, or posted to PO Box 4, Ealing, W5 2YX.
- If you have a query prior to invoice submission or once sent you need to contact the Procure to Pay Team on 020 8825 6012 or e-mail them at payments-section@ealing.gov.uk.
- If you do not have an e-mail account you may want to set one up for your organisation in order to submit invoices electronically.
- All remittances advice slips will be sent to an e-mail address designated by and will no longer be posted, for more advice on how to do this please contact the Procure to Pay Team as above.

A VAT invoice must contain the following information as per HMRC Guidance (<http://www.hmrc.gov.uk/vat/managing/charging/vat-invoices.htm>):

Invoices Over £250 inc. VAT (“Full”)

- The supplier’s name and address
- A valid Purchase Order Number
- VAT registration number of supplier
- A unique invoice number
- The date when the invoice was issued
- The Council’s name and address
- A description of the Goods or Services
- Date when the Goods or Services were supplied to us
- The total tax chargeable in sterling
- The total value of the purchase, excluding tax in any currency
- The rate of any discount
- The total amount payable including tax
- The unit price
- The rate of tax

Invoices £250 or less inc. VAT (“Less detailed”)

- The supplier’s name and address
- A valid Purchase Order Number
- VAT registration number of supplier
- A unique invoice number
- The date when the invoice was issued
- A description of the Goods or Services
- The total amount payable including tax
- The rate of tax

A supply of Goods or Services managed by a Purchase Order (PO):

- Ensure the correct PO is quoted on all associated invoices (you can check this by contacting your Ealing Council point of contact).
- If your PO has been cancelled/terminated or does not contain sufficient funds to make a payment, you must contact your Ealing Council point of contact to resolve prior to submitting further invoices on the PO in question.
- Ensure the PO Number quoted relates to Goods and or Services delivered to Ealing Council.