

Help us pay your invoice on time:-

## Help us pay your invoice on time:-

**Please read this carefully and follow these guidelines:-**

1. Clearly state the invoice number, date, and gross amount.
2. Ensure the invoice totals are clear and correctly calculated.
3. A valid purchase order number must be quoted, otherwise the invoice will be rejected
4. Record the requesters name, telephone number, and location. They will assist with any further queries on your Invoice or purchase order.
5. Ensure the description of goods or services match with those on the purchase order.
6. Include the location where the goods were delivered or service provided, and the name of the officer who placed the order with you, Ensure each credit note quotes the invoice and purchase order to which it relates to.
7. Registered VAT companies must quote their VAT number
8. Send your invoice to:

PO Box 304  
Sheffield  
S95 1AN

Care invoices please send to:

PO Box 67070  
London  
SW2 9JB  
Or  
Email:  
APScanningteam@lambeth.gov.uk

## To avoid Delays in payment **DO NOT**:-

- Accept a request for goods and services without having a valid Lambeth Purchase Order
- Invoice unless you have a valid purchase order
- Duplicate your invoice numbers
- Quote purchase order numbers from previous years unless specifically advised by us.
- Accumulate invoices. Send them as soon as possible after dispatch of goods or provision of services.
- Quote prices, quantities or descriptions that differ from the purchase order without prior agreement.
- Quote more than one purchase order number
- Send us an invoice in advance of the service being received by the council unless we have advised you to do so. You will not get paid any earlier than your terms
- Submit a paper copy of your invoice if your organization is signed up with the e-invoicing solution

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## E-invoicing

For help with submitting your invoices electronically or any queries on e-invoicing on the portal please contact:-

**Support Team** on:-

Email: [eip.support@finastra.com](mailto:eip.support@finastra.com)

Telephone: 0345 519 6871

## Contact Us

For payment queries including copy remittances contact

Financial Transaction Service Accounts Payable

Team on:

Email: [FSS\\_PS@lambeth.gov.uk](mailto:FSS_PS@lambeth.gov.uk)

Telephone: 02079268676

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