

How to help us pay your invoice on time

This leaflet sets out the points you need to remember to minimise delays in payment of your invoices. Please read carefully and follow the guidelines.

Avoid delays in payment – Never

- Forward invoices to any address other than that stipulated as 'Invoice to' on the PO (invoices@sussex.ac.uk)
- Accept a request or invoice for goods or services without receipt of a valid UoS Purchase Order (starting with '8')
- Accept verbal communication of a PO number, this does not guarantee that the PO is activated for use
- Accumulate invoices
- Use prices, quantities, or descriptions that differ to the PO
- Submit invoices relating to more than one PO
- Submit invoices which total more than the PO value

Help us to pay on time – Always

- Submit your invoice/credit by email to invoices@sussex.ac.uk in electronically typed PDF format (min 300dpi), using one file for each invoice/credit (including any supporting documentation)
- Clearly reference a valid University PO number
- Correctly address your invoice or credit note to the entity as detailed on the PO
- Include full VAT details (VAT number, net price, the VAT rate, the VAT amount and the total amount for each line on the invoice) unless you are not VAT registered
- Ensure descriptions, quantities & pricing units match each line of the PO
- Provide your bank details
- Provide the currency for payment
- Include the address/recipient to whom the goods/services were dispatched/provided
- State the date on which goods were dispatched/services provided
- Send invoices ASAP after dispatch of goods or provision of services, and attach the PO document
- Retain proof of delivery

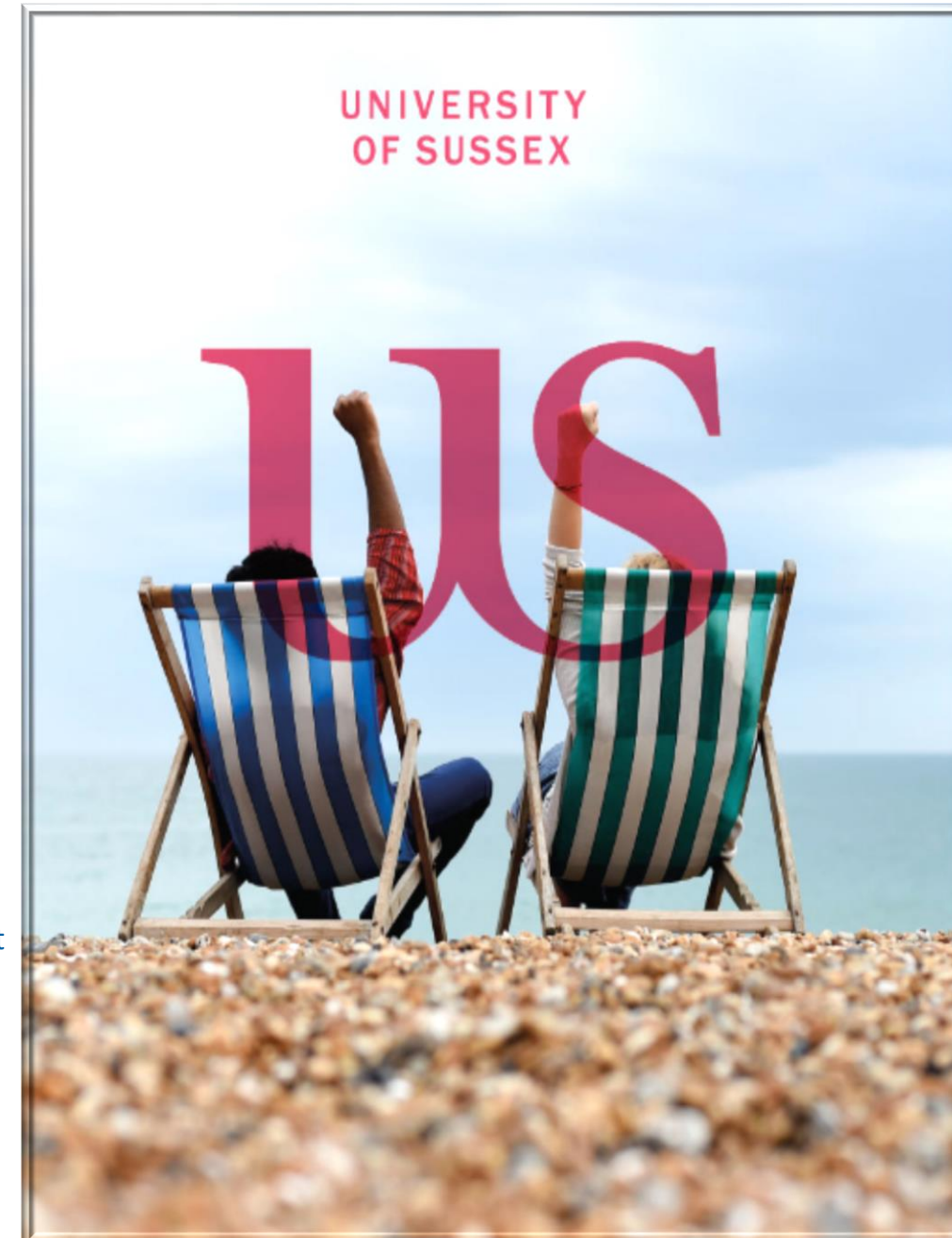
Submit invoices directly to [**invoices@sussex.ac.uk**](mailto:invoices@sussex.ac.uk)

For queries regarding invoices contact Accounts Payable on **+44 (0) 1273 678207** or email

[**suppliers@sussex.ac.uk**](mailto:suppliers@sussex.ac.uk)

Accounts Payable

University of Sussex, Sussex House, Brighton, BN1 9RH



How to understand our Purchase Orders

This leaflet sets out the points you need to remember to minimise delays in payment of your invoices. Please read carefully and follow the guidelines

Registered address:
University of Sussex
Sussex House
Falmer
Brighton
BN1 9RH

Earthwise Office Supplies
77 Northcote Road
St Denys Place
London
SW11 9DJ

US
Univer

Purchase Order

Order No: 800888 **Order Date:** 04/11/2016

UoS Contact: Pippa Robertson
Contact Phone: 01273 87886
Contact Email: p.robertson@sussex.ac.uk

Supplier Ref: B12488
Supplier Fax:
Order attributed to: p.robertson@sussex.ac.uk

Invoice to:
Payments Management
University of Sussex
Sussex House
Falmer
BN1 9RH
Tel: +44 (0) 1273 678207
Email: invoices@sussex.ac.uk

Deliver to:
Procurement
Sussex House
University of Sussex
Falmer
BN1 9RH
United Kingdom
Attention: Pippa Robertson

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Product	Description	Quantity	Unit Price	Order Amount
PQ405	12 x White Office Mugs	1	£17.00	£17.00
PQ406	Box x 50 Bic Pens	1		

Total (excl. VAT): £ 17.00

Callout boxes:

- Include your address on your invoice
- Invoice to our payments Management address, and email: invoices@sussex.ac.uk
- This is the UoS ID number for the goods or services requested
- Make sure the description on the invoice matches this description. Put separate items on separate lines, entering their individual quantity and unit price in the columns on the right
- Please make sure you add your supplier reference and VAT number
- You must quote the 7 digit PO number (beginning with 8) on your invoice.
- Include your University contact's full name, or email on your invoice. It is also useful if you include their school/department name.
- This is the address where the goods or services will be delivered
- Make sure the quantity and price on the invoice match the PO
- Check the invoice doesn't exceed this total