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**

- Accept a request for goods or services without receipt of a valid UoS Purchase Order
- Invoice unless you have a valid 7 digit PO number (starting with ‘8’)
- Accept verbal communication of a PO number, this does not guarantee that the PO is activated for use
- Forward invoices to any address other than that stipulated as ‘Invoice to’ on the PO
- Accumulate invoices
- Use prices, quantities, or descriptions that differ to the PO
- Submit invoices with more than one PO
- Submit invoices which total more than the PO value

Help us to pay on time – **Always**

- Send invoices ASAP after dispatch of goods or provision of services, and attach the PO document
- Submit valid VAT invoices (unless you are not VAT registered)
- Include the UoS PO number AND school/department
- Ensure quantity & pricing units match the PO
- Provide the currency for payment
- Provide your bank details
- Ensure descriptions of the goods/services match the PO
- Include the address where the goods/services were dispatched / provided
- State the date on which goods were dispatched/services provided
- Retain proof of delivery
- Correctly address your invoice or credit note to the entity as detailed on the PO
- Ensure each credit note quotes the invoice or PO to which it refers

Submit invoices directly to invoices@sussex.ac.uk

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

- Include your address on the PO
- Invoice to our payments Management address, and email: invoices@sussex.ac.uk
- Please make sure you add your supplier reference number
- 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 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.
- Make sure the quantity and price on the invoice match the PO
- Check the invoice doesn’t exceed this total
- You must quote the 7 digit PO number (beginning with 8) on your invoice.