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

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

Payments Management
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

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

**Earthwise Office Supplies**
77 Northcote Road  
St Deny’s Place  
London  
SW11 9DJ

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**Purchase Order**

- **Order No:** 8009865  
- **Order Date:** 04/11/2016

**UoS Contact:** Pippa Robertson  
**Contact Phone:** 01273 87906  
**Contact Email:** p.rober@ts@sussex.ac.uk

**Supplier Ref:** B12469  
**Suppliers Fax:**

**Order distributed to:** p.robertson@sussex.ac.uk

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**Deliver to:**

<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Order Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PQ405</td>
<td>12 x White Office Mugs</td>
<td>1</td>
<td>£17.00</td>
<td>£17.00</td>
</tr>
<tr>
<td>PQ406</td>
<td>Box x 50 Bic Pens</td>
<td>1</td>
<td>£17.00</td>
<td>£17.00</td>
</tr>
</tbody>
</table>

**Total (excl. VAT):** £17.00

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**Invoice to:**

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

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**Procurement**  
University of Sussex  
Falmer  
BN1 9RH  
United Kingdom  
Attention: Pippa Robertson

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**This is the ID number for the goods or services requested**

**Please make sure you add your supplier reference number**

**Include your address on the PO**

**Invoice to our payments Management address, and email: invoices@sussex.ac.uk**

**Include your University contact’s full name, or email on your invoice. It is also useful if you include their school/department name.**

**Check the invoice doesn’t exceed this total**

**Make sure the quantity and price on the invoice match the PO**

**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**