

-Are you currently doing Business with City & County of Swansea ?

Important changes to the Council's Invoice Management Process which you need to know about:

The Council is making changes to the way it processes invoices received to improve their prompt payment performance. These changes will start to take effect from November 2006

To avoid delays in payments you must ensure that your invoices have the following details:-

- Full Name & Address of the Supplier including post code and if possible a contact name
- Official Order Number
- Invoice number
- Name and address of Customer, all invoices to be addressed to: City & County of Swansea
- Vat Registration Number
- Itemised invoice (complete details of all goods sent)
- Price Per unit (if applicable)
- Type of supply (sale, hire, rental, etc.)
- Total Net cost
- Vat rate and Vat Amount
- Total Gross Cost (inclusive of VAT)
- Split between 'vatable' and 'non-vatable' goods (if applicable)
- Company Registration Number (if applicable)
- Delivery Date, delivery note number and delivery address
- Discount rate and Settlement Terms (if applicable)
- Optional: Bank Details (if payment is required by BACS)
- Any special terms and conditions CITDS (Construction Industry Tax Deduction Scheme), Sub Contractors must quote labour and materials split on invoice

To help ensure your payments are prompt, please ensure that you send your invoice to the address given on each individual purchase order sent to you. Over the coming months the invoicing address on most of our purchase orders will change to:

City and County of Swansea,

Payables Control Unit,

PO Box 535,

SWANSEA,

SA1 9DT

and not individual departments as presently happens.

Organisations should be aware that payment of invoices submitted without these details (especially the items marked in bold), will be delayed whilst the order and invoice details are checked.

Local suppliers based in the SA1 to SA8 post code areas are reminded that we at the Business Centre can provide support and advice on improving their business management systems. Please contact us by email on businesscentreswansea@swansea.gov.uk or telephone 01792 545050, if you would like to take advantage of the business support services available.

What you need to do:

- When applicable please change your records for sending us invoices.
- Please make sure that you include all the information required by VAT regulations, to help the Council pay your invoices promptly.
- If you do not find the answer to your question above, please contact the payments support desk (email FinAdmin@swansea.gov.uk or telephone number 01792 636374)