



## **INVOICING GUIDE**

1. Ensure your company name is clearly stated on the Invoice. This will allow your Invoice to be paid correctly.
  2. Ensure your company address (including postcode) is shown on the Invoice. Missing details may result in delayed payment or returned Invoices. Please ensure all relevant telephone, fax numbers and email addresses are also provided as this will allow us to contact you quickly if there is any reason why your invoice cannot be processed.
  3. Ensure your invoice is addressed to Tameside MBC, Creditors Team, Council Offices, Ashton-under-Lyne OL6 6DL. Details of the actual delivery address should also be shown.
  4. Clearly identify if the item is an invoice or credit note. If this is not stated your invoice / credit may be returned.
  5. Ensure that your invoice / credit has an identifiable invoice / credit number stated. Invoices received without an invoice number will be returned. Our system is able to process invoice numbers of up to 100 alphanumeric characters.
  6. Ensure the tax point / invoice date is clearly shown. This allows us to action your Invoice within the correct payment terms.
  7. Include full delivery address details.
  8. Include any important comments on your invoice, which will speed up the processing time. For example credit notes require the related invoice number and Purchase Order number to be quoted to allow them to be matched to the original invoice.
  9. Ensure that a Purchase Order number is quoted on your invoice. This will ensure that payment can be made promptly. If you do not quote a Purchase Order number your invoice will be returned. Contact the Officer who has requested the goods/services from you and request details of the Purchase Order number if this has not been provided in advance.
  10. Advising also of the contact name of who ordered the goods will allow the invoice to be processed more swiftly.
  11. Ensure all goods/service details are provided. Advise of quantity billed, item description, unit price and total value. If all the information is provided it will enable the invoice to be processed easily allowing for prompt payment. Missing information could delay payment. CIS Suppliers should show materials and labour as separate lines in the invoice.
  12. Quote all relevant bank details. If bank details are not quoted your invoice may be returned. Please quote all remittance addresses to allow us to post, fax or email the remittance to the correct location.
  13. Please quote delivery note number (if applicable).
  14. Tameside Council shall pay all accurate and proper invoices (including the Purchase Order Number) within 30 days of the date of receipt of the invoice, unless expressly agreed otherwise.
  15. Ensure a clear breakdown of invoice value is provided. Invoices that are calculated incorrectly will be returned. Advise of any handling or freight charges. Ensure a clear VAT breakdown is provided to avoid delays.
- In addition please ensure your invoice / credit note:**
- Is legible. Items will be scanned onto our system so need to be clear.
- Contains the relevant supporting information, such as timesheets.
- Is not printed on dark paper or in purple ink for scanning purposes.