

‘How to Get Paid’ – a guide for suppliers

Email address to which invoices should be sent:

purchase.invoices@plusdane.co.uk – All invoices should be sent by email, our **preferred** method is one PDF file per invoice.

Purchase order requirements:

All invoices should clearly quote the purchase order number provided to you at the time of order. Invoices that do not quote a valid purchase order will be returned to the supplier to re-submit the invoice before they can be passed for payment.

Payment run dates:

Payment runs take place on a fortnightly basis, on a Wednesday, with payments by BACS being credited to supplier accounts on a Friday.

Deadline for invoices to be received and approved to be included on next payment run:

5pm on the Monday before the payment run.

Contact details for invoice payment queries & statements:

The Payments Team can be contacted at purchase.invoices@plusdane.co.uk or telephone 0151 728 2978.

How are disputed invoices dealt with?

All queries will normally be responded to within 3 working days. Disputed invoices should be referred to the person who placed the order for the goods or service.

Normal timescale for invoice approval from receipt:

Once goods or services are received, the person raising the requisition will confirm the order has been received and it will then be matched to the invoice and posted for payment on the next run.