

## **Advice for Suppliers when Invoicing St Leger Homes of Doncaster Limited**

Please do not invoice prior to delivery as invoices can only be paid once St Leger Homes has received the goods, services or works.

For ALL invoices, please include the following as a minimum:

- Order/job number - failure to quote the order number will result in your invoice being returned ;
- A sequential number based on one or more series which uniquely identifies the document (invoice number) ;
- Your supplier name, address and contact information ;
- The name and address of your customer ;
- Site address(es) or delivery address(es) ;
- The date the goods, services or works were provided (supply date/tax point) ;
- The date of issue of the invoice (where different to the supply date) ;
- A description of the services provided or work carried out and/or ;
- Items delivered and product codes (both St Leger Homes' and suppliers) ;
- Quantity of goods/services delivered and/or ;
- Quantity delivered against the schedule of works;
- The amounts charged for each description or the unit price where appropriate ;
- The total amount of the invoice.

For VAT invoices, and to ensure compliance with VAT regulations, please include the above and the following as a minimum:

- Your name, address and VAT registration number - you may issue invoices under a trading name, but you must show the name and address that you are registered for VAT on the document ;
- The rate of VAT and the amount payable excluding VAT against each quantity or description of goods/services/works provided ;
- The gross total amount payable, excluding VAT ;
- The rate of any cash discount offered ;
- The total amount of VAT chargeable.

Please note:

- It is the supplier's responsibility to ensure that invoices are submitted to the correct address for payment ;
- Electronic invoicing should be used and invoices should be submitted by e-mail as pdf file attachments (1 invoice per file) to: [SLHA@stlegerhomes.co.uk](mailto:SLHA@stlegerhomes.co.uk) ;
- If the above advice is followed and the invoice matches the goods/services/works received against the order/job number, invoices will be paid 30 days after the invoice date (unless otherwise agreed contractually) ;
- Any errors or omissions on the invoice will result in delayed payments ;
- Where a credit is required to be offset against an invoice, the invoice will be withheld for payment until the credit note is received ;
- All payments will be made electronically via BACS.