**Supplier Information**

**Supplier - Invoicing Instructions**

**Please ensure that your invoice incorporates the following:-**

- Invoices should be made out to Anglian Community Enterprise  (ACE) CIC and the authorising budget manager

- A purchase order number and/or the name of the person who raised the order, please note the new format to insert a name for the attention of as below.

- A narrative to identify the goods and/or service

- Your name, address and contact details (email and/or telephone no.)

- Bank account details (Account Name, Sort Code and Account Number.)

**NOTE**ACE no longer issue cheques.

**Submitting Invoices**

# **Important changes for all suppliers trading with ACE – what you need to know.**

With effect from **1st April 2020,** **ACE CIC** has a new payables address for all invoicing. The Financial Services hosted by NHS Shared Business Services (NHS SBS) will remain in place for the organisation.

As a supplier to **ACE CIC**, you will need to take on board a number of important changes in the way your invoices will be authorised and processed for payment. This involves a change of invoicing address and other essential requirements needed to help us to process your invoice promptly.

From **1st April 2020**, please address all invoices and credit notes to the new payables address:

**ANGLIAN COMMUNITY ENTERPRISE (ACE) CIC**

**XX<INSERT NAME>**

**NQ1 PAYABLES F865**

**PHOENIX HOUSE, TOPCLIFFE LANE**

**WAKEFIELD**

**WF3 1WE**

Invoices can be submitted by post or electronically via tradeshift or email ([sbs.invoicing@nhs.net](mailto:sbs.invoicing@nhs.net)).

For further information or to register for electronic invoicing please visit NHS SBS website by searching for “**NHS SBS eInvoicing**” online.

<https://go.tradeshift.com>

If you have any questions about the new supplier arrangements for processing and payment, please do not hesitate to get in touch with us using the contact details below:

* NHS Shared Business Services Payables Helpdesk on: 0303 123 1177 or visit [www.sbs.nhs.uk](http://www.sbs.nhs.uk) or email [SBS-W.Payables@nhs.net](mailto:SBS-W.Payables@nhs.net) for more information.
* Any enquiries regarding orders or deliveries should continue to be addressed to the relevant local site.

**FAQ**

**“When are payments made?”**

All of our payments are made by BACS and our payment runs are on Monday and Wednesday.

“**How do I get copy remittances?”**

Contact SBS and give them your remittance address.

**“How do I get them to change my bank account details?”**

Contact SBS and they will provide the forms that you will need to notify them.

**“I am a new supplier, what do I need to do?”**

Contact SBS to set up an account.