

Changing Futures Programme Sussex: Invoicing Procedure



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This document sets out the invoicing procedure for working with the Changing Futures Programme Sussex. It is hoped that this clear guidance will support local authorities and partner organisations to set this process up correctly and expedited.

Invoicing Process

1 - Cost and budget approved by the Changing Futures Programme

2 - Purchase Order (PO) raised by the Changing Futures Programme

3 - Purchase Order (PO) Number given to local authority / provider

4 - Local authority / provider raises an invoice as per agreed payment schedule quoting Purchase Order (PO) Number

5 - Address invoice to:

West Sussex County Council (WSSCC) AP
PO Box 312
Faverdale Industrial Estate
Darlington
DL98 1AD

Invoicing Top Tips

- All invoices must be submitted in **PDF format** and sent digitally to ctg.invoicing@westsussex.gov.uk
- All emails must contain the word Invoice in the subject line of the email.
- Each invoice must be sent as an attachment, not in the body of the email.
- Each email attachment should only include one invoice
- Multiple attachments to emails are acceptable

Invoices must contain all the audit requirements below or they will be rejected.

- A valid WSSCC purchase order number
- Invoice date
- Invoice number
- Total amount payable
- The word 'Invoice' clearly written
- Supplier's name and address
- Must be addressed to West Sussex County Council (WSSCC)
- If VAT is applicable, then the VAT registration number must be displayed, and other appropriate information required for a VAT invoice