
Payments News July 2017

Monmouthshire County Council
working with you
in the world of business



monmouthshire
sir fynwy

News from Monmouthshire County Council's Creditor Payments & Financial System Support

IMPORTANT NEWS

OUR INVOICE PAYMENT PROCESS IS CHANGING

From 31st July 2017 we are outsourcing our invoice scanning process. Update your records now to avoid payment delays

Monmouthshire County Council (MCC) is automating its invoice processing. In order to pay your invoices in a timely and efficient manner we are asking you assist us by submitting invoices in the following format:



- **Your invoice needs to be clearly addressed to:**
Monmouthshire County Council, PO Box 106 Caldicot, NP26 9AN and
emailed to creditorinvoices@monmouthshire.gov.uk
- **Invoices must contain an invoice number**
The electronic system can only process the following characters:
alphanumeric with only - / _ characters accepted (no spaces)
- **All invoices must contain a valid MCC Purchase Order Number clearly displayed on the face of the invoice:**
This enables us to allocate the invoice for approval.
We are unable to pay any invoice which does not contain this information
You can obtain this number from the MCC officer placing the order with you.
- **Electronic Invoices MUST be in pdf format**
Documents must only contain 1 invoice per document
Multiple documents can be included in one e-mail.

If you are unable to submit your invoice electronically, please submit to the address noted above and allow an additional 5 days for payment as the invoices will need to be redirected

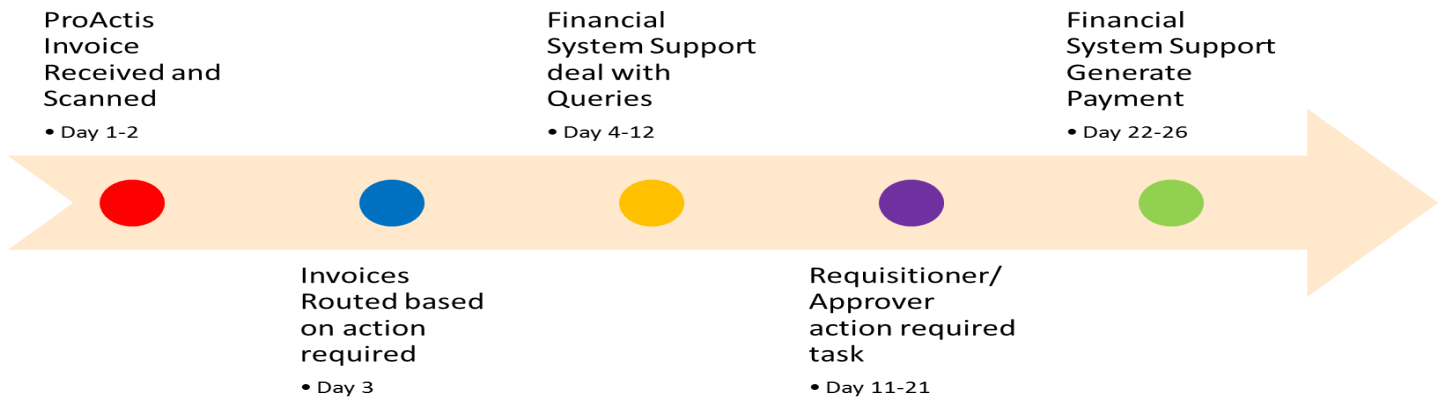
Payments News

July 2017

Page 2 of 2

News from Monmouthshire County Council's Creditor Payments & Financial System Support Team

Invoice Payment Timeline



Valid Order Numbers Ranges

You should be provided with an order number when an MCC Officer contacts you to requests goods / services. The order number will fall within one of the below ranges

Description	Number from	Number to
Allocate Purchase Order	800000	899999
MCC Purchase Orders	10000000	19999999
Service Purchase Orders	90000000	99999999
Schools Purchase Orders	80000000	89999999
APD	APD001	APD999
APDG	APDG001	APDG999

Please be aware that we are unable to process an invoice where there is no Purchase Order Number Quoted.

Our Contact Details

Email queries to:
Creditors@Monmouthshire.gov.uk
or call: (01633) 644300

Payments Terms

Our Payment Terms are 30 days to allow time for the full Procurement to Payment process to take place. Please allow sufficient time before chasing payments

Payment Method

All Payments are made via Bacs