

Corona Virus -

Advice when submitting Invoices:

March
2020

Monmouthshire County Council
working with you
in the world of business



monmouthshire
sir fynwy

Monmouthshire County Council's (MCC) Creditor Payments Team

Committed to Getting you your money

The below information sets out how you can help ensure your invoice is processed as quickly as possible.

All Payments will be made via Bacs



Valid MCC Purchase Order Number would fall into one of the following:

Number from	Number to
800000	899999
1000000	1999999
9000000	9999999
700000	799999
APD01	APD999
APDG01	APDG999

A reminder of our payment process:

- Clearly Quote the MCC Purchase Order Number you have been given on the face of the invoice:

this allows us to allocate the invoice for approval

If you do not have an order number—please see the Queries section below

- All invoices need to be submitted to the Payments Team at the following email address:
- CreditorInvoices@Monmouthshire.gov.uk
- Invoices must be in PDF format as an attachment to the email
- Each PDF must only contain **one** invoice

Queries

- Please **do not resend your invoice** unless specifically asked by a member of the team
- Please email Creditors@monmouthshire.gov.uk providing as much detail as you have e.g.
 - MCC Officer name and email address who placed the order with you
 - Details of what was purchased
 - Date the goods / service was supplied
 - Delivery Address
 - Invoice Number and Amount

We are currently making daily payment runs Monday to Friday so we can pay your money as soon as the invoice is approved.

Our Contact Details - Email queries to: Creditors@Monmouthshire.gov.uk