



Changing childhoods.
Changing lives.

BARNARDO'S INVOICING GUIDE AND INSTRUCTIONS

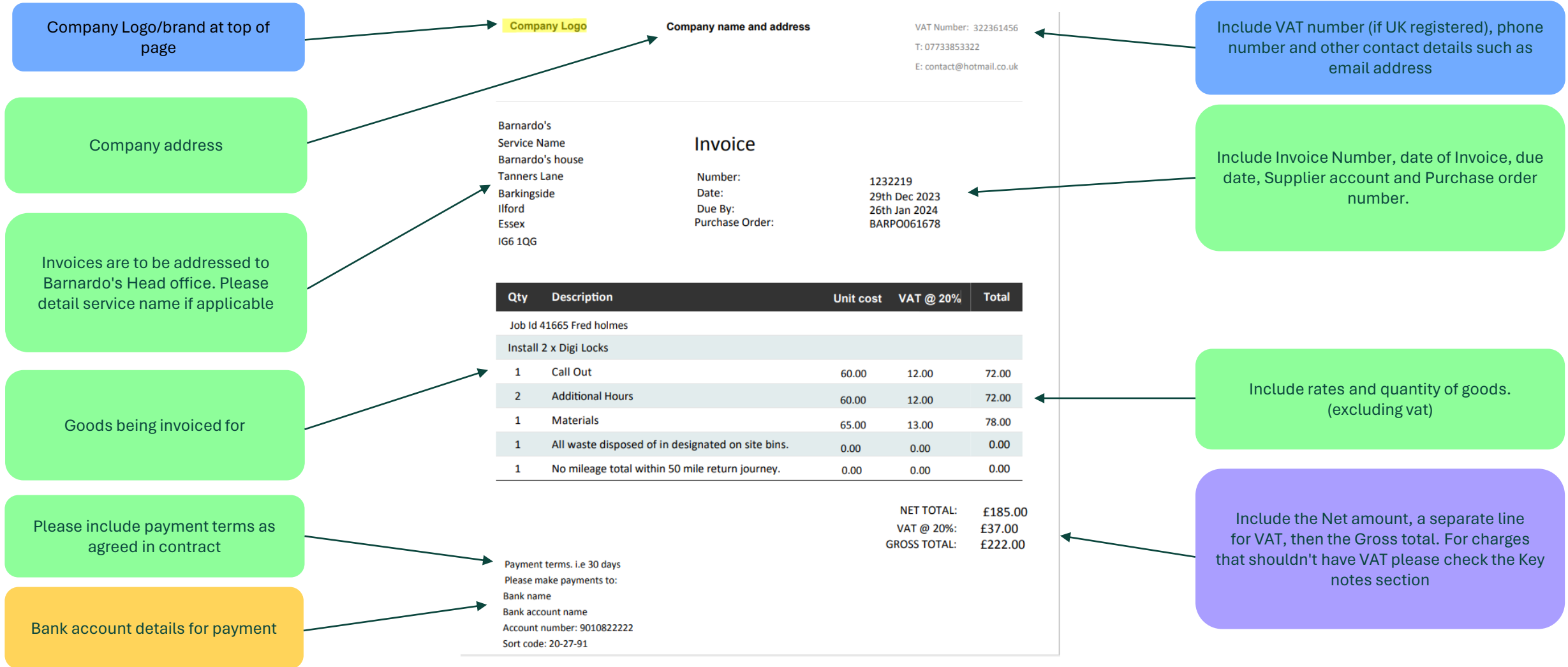
For suppliers



Contents

<u>Invoice example</u>	03
<u>Do's and Don'ts</u>	04
<u>Key points</u>	05

Invoice example



Do's

For payments to be paid on time with minimal delays, and to allow our systems to process the invoices automatically, we have some requirements in terms of invoices raising.

- ✓ A unique invoice reference Number
- ✓ Date of Invoice
- ✓ Name of the supplier Company
- ✓ Bank details of Supplier bank account
- ✓ Supplier address
- ✓ Supplier VAT number (if UK registered)
- ✓ Addressed to Barnardo's and our registered office address
- ✓ Goods & description you are invoicing for as well as the quantity and total
- ✓ Net total, VAT and Gross total.
- ✓ Ensure the invoice is sent in PDF format only to apinvoices@barnardos.org.uk for processing
- ✓ Ensure the Purchase Order (PO number) is clearly visible-starting with BARPO*
- ✓ Only put one PO per invoice
- ✓ Only put one Invoice per PDF
- ✓ Submit the invoice within 3 days of Invoice date
- ✓ Please use full years for dates (2024) and avoid punctuation marks (i.e. '24)

*Only applicable for Barnardo's PO's
Barnardo's Trading Limited PO's will be pre-fixed with BTL and Adoption Plus with ADP. Ensure Invoices for these entities are addressed to the relevant Barnardo's company.

Don'ts

Please avoid doing the below as this will potentially result in delays in getting your invoice paid on time or the invoice being rejected back to you.

- Submitting an invoice without a valid, approved and confirmed Purchase Order
- Including any non-vatable charges with the cost of goods. (Please have it separate so our system does not try to assign VAT to it)
- Sending Invoices in formats other than PDF (please submit PDF only)
- Sending Paper invoices. We will only be accepting electronic copies from the end of February 2024
- Sending the invoice too early or too late (Please submit it within the 3-day timeframe before the invoice date)
- Sending an invoice with no unique invoice reference number
- Submitting more than one PDF per invoice (do not send duplicate invoices)
- Submitting one invoice per PDF (however you can attach multiple PDF invoices to one email when submitting)
- Submitting an invoice without Bank details
- Submitting an invoice with no VAT registration number or contact details (email, phone etc)
- Sending any supplier statements or payment queries to apinvoices@barnardos.org.uk as this is not a monitored mailbox, please send to accounts.payable@barnardos.org.uk

Key points

- As mentioned, an invoice needs to be sent in PDF format however if there are multiple invoices, please make sure these are raised separately from each other.
- Please send invoices to the AP invoice processing mailbox as attachments. You can send multiple PDF attachments in one email as long as each PDF corresponds to one invoice:
apinvoices@barnardos.org.uk (please note this is not a monitored mailbox, all invoicing queries from suppliers and statements must be sent to accounts.payable@barnardos.org.uk. Please send Supplier Statements at least once a month).
- From 28 February 2024, we will no longer be accepting paper copies so please **send your invoices electronically only**.
- If you have recently changed bank details, please send us the new details on letterheaded paper for us to call you and verify the change.
- If there are different VAT % for certain items, please include them either as a line level or total at the bottom.

- Make ensure to include payment terms which for all suppliers is 30 days unless otherwise agreed in a contract with Procurement and Accounts Payable
- With regards to the **invoice date** this must be the correct date and **the invoice must be sent within 3 days before that date**.
- As mentioned , please make sure you do not include charges non vatable/admin charges with the cost of goods as our system will try to assign VAT to it. Please add **non- Vat charges** at the bottom as per example.

Net:	£185.00
VAT @ 20%:	£37.00
TOTAL:	£222.00
If any non-vatable/admin charges then add here and gross total below	
Gross Total :	

***The above instructions are mainly for invoices raised to Barnardo's with PO's. Exceptions such as invoices with no PO (i.e. property contractors, utilities) or consolidated invoices will be dealt with on a case-by-case basis however the majority of what is in this document should still apply. For any additional questions please email : accounts.payable@barnardos.org.uk.*