

'How to Get Paid' Guide

Address to which invoice should be sent:

Waterways House
Llanfoist
Abergavenny
Monmouthshire NP7 9PE

Purchase Order Number Requirement:

Yes – 5 digit Purchase Order Number eg 11345

Any Specific details required on invoice:

Contract number

Payment run date in month

Thursday of each month

Date by which an invoice must normally be received and approved to be included in the next cheque run:

Within one week of supply

Contact details for invoice payment queries:

Contact with Accounts Department
T: 01873 857211

How are disputed invoices dealt with?

Contact with Accounts Department
T: 01873 857211

Normal expected timescale for invoice approval from receipt:

2 weeks

Please note E-Invoicing system is not in use