

How to help us pay your invoice on time

This leaflet sets out the points you need to remember to minimise delays in payment of your invoices. Please read carefully and follow the guidelines.

Avoid delays in payment - **Never**

- Accept a request for goods or services without receipt of a valid TfL Purchase Order
- Invoice unless you have a valid Purchase Order Number
- Accept verbal communication of Purchase Order number as this does not guarantee that the Purchase Order is activated for use
- Forward invoices to any address other than that stipulated as the '**Invoice to**' on the Purchase Order
- Accumulate invoices
- Use prices, quantities or descriptions that differ to the Purchase Order
- Submit invoices with more than one Purchase Order
- Submit invoices which in total are in excess of the Order value

Help us to pay on time - **Always**

- Send invoices as soon as possible after despatch of goods or services provided
- Submit valid VAT invoices (unless you are not registered for VAT)
- Include the TfL Purchase Order Number & line number. e.g. 3100987654/10
- Ensure quantity and pricing units are consistent with the Purchase Order
- Ensure descriptions of goods/services match with the Purchase Order
- Include the address to where goods were despatched or services provided
- State the date on which goods were despatched or services provided
- Retain proof of delivery in case of query
- Correctly address your invoice or credit note to the Entity as detailed on Purchase Order
- Ensure each credit note quotes the invoice and Purchase Order to which it refers

For queries regarding invoices contact Accounts Payable on **0845 3035 100** or **accountspayable@tfl.gov.uk**

Please ensure you have to hand: the Entity you are invoicing, your Vendor Account Number and Purchase Order Number

Help us to pay your invoice on time



How to understand our Purchase Orders

This leaflet sets out the points you need to remember to minimise delays in payment of your invoices. Please read carefully and follow the Purchase Order guidelines.

This is the name of the Entity which will be requesting your services

Transport for London



This is your requisitioner's name and telephone number

Your company name and address

Purchase order

Vendor address
XYZ Company
123 Xyz Street
London
XY12 3XY

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Contact

Requested by : Dennis Smith
Telephone : 020 1234 8901

*This is the Purchase Order Number that must be quoted on each invoice. If your invoice does not quote a valid Purchase Order Number it will be returned

This is how to address your invoices

Invoice to

TfL Corporate
Accounts Payable
1st Floor
PO Box 45276, 14 Pier Walk
London SE10 1AJ
Telephone: 0845 303 5100
Fax: 020 3054 5331
email: accountspayable@tfl.gov.uk

Information

Purchase order no. : 3100311722
Creation date : 18.08.2009
Vendor no. : 10999888
Currency : GBP
Payment terms : Due Net within 30 Days

This is your Vendor Account Number

This is where your goods are to be delivered or services provided

Delivery address

London Bus Services Ltd
Floor 1,
172 Buckingham Palace Road
London
SW1W 9TN

Invoice only in this currency

*Goods or services are identified by a line number

Instructions to vendor

The supply of goods/services under this purchase order is subject to the Purchase Order Conditions of Contract which are available on www.tfl.gov.uk or available on request from the contact named below. Supply of goods or services under this purchase order indicates your acceptance of such conditions.

*This is the quantity of items requested

*This is the description of goods or services requested

Item	Description	Quantity	UM	Net price	Total price
0010	Name Badges Delivery Date: 18.08.2009 Cost Centres: 10557 Company code: 1001	1,000.000	EA	0.20	200.00
0020	Badge Mounts Delivery Date: 18.08.2009 Cost Centres: 10557 Company code: 1001	1,000.000	EA	0.40	400.00
Sub Totals					600.00
Total Cost (excl. VAT)					600.00

*Price per item

*This information must be included on your invoices ensuring each line item is listed separately

Procurement Department: Fac - Office servs/A N Other/020 1234 8901 **Date:** 18.08.2009
VAT number 756 2769 90

This is your Procurement Agent's name and telephone number in case of query

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