



MERTHYR TYDFIL
County Borough Council

Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL

e-invoice Policy

2016

www.merthyr.gov.uk

Title of Document:	e-invoice policy
Document Date:	4 th January 2016
Author/s:	Procurement Manager
Service Responsible for this document:	Procurement
Directorate:	Place & Transformation
Approved by: (E.g.Cabinet, Council, Board)	Council
Approved on:	
Date for Review:	December 2016
To be published on: Intranet/Website/Both	Both
Keywords for search purposes:	Procurement
Related Documents and Policies:	Procurement Strategy & Rules

Merthyr Tydfil County Borough Council
Civic Centre, Castle Street
Merthyr Tydfil, CF47 8AN

*Canolfan Ddinesig, Stryd y Castell,
Merthyr Tudful, CF47 8AN*

Tel/Ffôn: 01685 725000
Fax/Ffacs: 01685 374397
e-mail/e-bost: customer.care@merthyr.gov.uk
www.merthyr.gov.uk

Introduction

The objective of this policy is to ensure that the commitment of expenditure with suppliers, contractors and 3rd parties is controlled in accordance with policies defined in the Councils constitution. The e-invoice policy supports financial regulation 4.07.13 and is intended to be implemented via financial regulation 4.07.29 as a supplement to the Financial Procedure Rules. The policy is directed at a number of companies that are targeted for the Value Wales e-trading programme.

The e-invoice policy directly supports recommendation 6 of the Welsh Procurement Policy Statement – ‘simplified and standardised processes’ and supports the achievement of complying with the electronic processes required in the Public Contracts Regulations 2015.

To support the Welsh Government e-trading programme, the policy will be implemented from 1st February 2016 when the e-trading programme starts. This will mean that all targeted suppliers on the e-trading programme will be subject to the policy to ensure that we maximise the outputs from the programme (e-invoicing). The success of the e-trading programme may direct a further roll out of a No Purchase Order No Pay Policy.

The policy is a key financial control measure to ensure that payments are only made to Suppliers and Contractors in the programme that have supplied their invoices electronically through the e-commerce hub.

The Policy ensures that the Council only pays for goods, services and works which have been properly ordered and authorised on P2P (purchase to pay system) in accordance with the Councils Financial Procedure Rules. It also ensures invoices received by the Central Payments team can be processed efficiently to minimise delay to suppliers and contractors. Any paper invoices received by Central Payments for orders generated by the P2P system that form part of the Value Wales e-trading programme will be returned to the supplier unpaid and will need to be resubmitted through the system.

Scope

Once the policy control measure has been implemented, any invoice received by a company that is working with us on the e-trading programme will need to comply with the policy. The purpose of this policy is to ensure that once a supplier is migrated into the e-trading programme the supplier continues to engage with us electronically to maximise resource efficiencies through the reduction in paper invoices.

It is important that departments ensure that all transactions with suppliers engaged on the e-trading programme are generated on the P2P system. Written or verbal orders will not be allowed unless in exceptional circumstances due to emergencies. In any case a follow up official P2P order must be placed to cover the requirement to maintain electronic transactions.

Central Payments will keep a record of all invoices returned, this will form a KPI that will be reported to the Chief Finance Officer on regular occasions.

Communication to Suppliers

Merthyr Tydfil County Borough Council is engaging Value Wales and Procserve on an e-trading programme to improve and streamline purchasing transactions with our supply base.

As a supplier to the Council, you have been identified as a candidate to work with us on developing e-invoicing. You will be aware of the resource benefits associated with a paperless commerce system, therefore, it is the Council's intention to promote the use of e-invoicing to reduce paperwork and improve payment terms to our supply base.

Through working with the Council on the development of e-invoicing, you will be required once fully operational to maintain e-invoicing and not accept any other form of order from the Council. Any paper invoices received by the Council from any supplier working with us on the e-trading programme will not be paid and will be returned. Suppliers will be required to refuse any orders received that are not via the e-commerce hub and direct any Council staff to place an order via the P2P system. The Council will also be communicating this to staff to ensure a consistent message.