

**Invoicing Procedures for Suppliers to**

**Canterbury Christ Church University**

1. **Payment Terms**

The Universities payment terms are 30 days from invoice date

1. **Invoice Delivery Methods and Formats**

Invoices must be addressed to Canterbury Christ Church University and not to a named individual within the organisation. The University’s preferred method of receipt will be via e-mail to [accounts.payable@canterbury.ac.uk](mailto:accounts.payable@canterbury.ac.uk). Only invoices in the following file formats can be submitted:

* PDF
* MS Word
* TIFF
* JPG

If the supplier is able to generate invoices electronically they may be asked to submit these via the University’s e-Marketplace using a process called Electronic Invoice Transfer (EIT). As the process has no cost implications, suppliers are expected to adopt EIT if requested by the University.

Invoices should be emailed to [Accounts.payable@canterbury.ac.uk](mailto:Accounts.payable@canterbury.ac.uk) and addressed to:

Accounts Payable

Canterbury Christ Church University

Anselm Building

North Holmes Road

Canterbury

Kent, CT1 1QU

1. **No PO, No Pay Policy**

The University has a [‘No PO, No Pay’ policy for suppliers](https://www.canterbury.ac.uk/purchasing/purchasing.aspx). Therefore, all invoices submitted must quote a valid University purchase order number which should be obtained **prior** to any work being undertaken. All purchase order numbers consist of seven numbers, starting with 3 (e.g. 3101234)

1. **Mandatory Information**

The following information must be provided on each invoice and credit note submitted to the University. Failure to do so will mean that the invoice or credit note cannot be processed for payment and will therefore be returned to you with a letter detailing the reasons for this.

All invoices and credit notes must contain:

1. Company name, address and postcode
2. The University’s invoicing address as described in Section 2 above
3. A valid CCCU purchase order number
4. Invoice number
5. Invoice date
6. Telephone number and e-mail address for supplier queries
7. A full, detailed description of the goods or services supplied
8. Prices and discounts
9. VAT allocation and rates (if the supplier is VAT registered)
10. Bank account details for payment
11. VAT registration number (if the supplier is VAT registered)
12. **Credit Notes**

Credit notes must include the same information as described in Section 4 but must also quote the invoice number to which they relate where this is applicable.

1. **Correspondence and Account Statements**

The preferred method of receipt for all other supplier correspondence and statements is via e-mail to accounts.payable@canterbury.ac.uk.