

Supplier's guide to invoicing the University

In order for us to process your invoices efficiently it is important that you provide all the information necessary on your invoice. The information below outlines our requirements.

Information to include on your invoice

Please ensure every invoice contains the following information:

- Unique invoice number. This can be alpha or numeric or a combination of both
- Invoice date: This should be the date that you issue the invoice to UWE
- A university Purchase Order number. You will be given a purchase order number when goods/services are requested by the university
- Your business name and address and contact details
- UWE's name and address and the name of your UWE contact
- Invoice amount. The total amount of the invoice must be broken down with the net value, VAT and gross amount shown separately.
- Description of the items/services provided. Detail of what you have supplied must be clear and accurately reflect what you have delivered.
- Your company's bank details
- Your VAT Registration number, if you are VAT registered
- Your company number, if you are a limited company

Failure to provide this information on your invoice may result in a delay in payment.

Submitting your invoice for payment

Preference is for invoices to be emailed to accounts.payable@uwe.ac.uk. We can only accept invoices in PDF format, with each invoice as a separate attachment to the email. If you are unable to email your invoice then they should be sent by post to the following address:

Accounts Payable
Finance Department
University of the West of England
Frenchay Campus
Coldharbour Lane
Bristol BS16 1QY

Payment queries

Please email any payment queries to paymentqueries@uwe.ac.uk

Payment terms

The University's standard payment terms are 30 days from date of invoice

Invoice template

If you do not have your own invoice template we have provided an invoice template for you to use. Click [here](#) to view the template.