



Date: 28th November 2019

Our Ref: NS/CG/INV

Dear Provider,

This letter is to remind you of the arrangements for the supply of service and related financial transactions with Birmingham Children's Trust.

It is vitally important that the instructions are adhered to. Any invoices that do not meet the requirements will be returned to you and payment will be delayed until the correct invoice is received.

Please ensure this letter is shared with the relevant people in your organisation that have responsibility for finances and invoicing.

Birmingham Children's Trust has a range of contracting arrangements and this process applies to all individual packages of care. These arrangements include all providers and those who may be party to any framework agreement.

All providers are required to submit invoices addressed to:-

Birmingham Children's Trust
Children's Placement Service Birmingham
PO Box 16550
Birmingham B2 2EZ

Invoices must be submitted by email to: cypfadminplacements@birminghamchildrenstrust.co.uk

We have attached a template for your information which shows the essential information that must be included, in particular the following detail is required:-

- Invoice number and date
- Vendor number (this will be a 10 digit number prefixed with either a 10 or 24, following by 8 further digits).
- Young person's name
- Unique identifier from Eclipse (BCT's new recording system) or CareFirst

- Start and end dates for this invoice
- Details of services delivered

Do not issue invoices with multiple young people listed. You must ensure that you submit separate invoices per child and where there are additional services provided – one invoice for core services and one invoice for additional services (agreed by an IPA-variation) per period. Whilst an email can contain multiple attachments, there must only be one invoice per attachment.

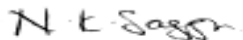
Payment terms are 28 days from date of invoice on the basis that the Placements Team has appropriate approval to pay the invoice. If they don't have approval in place on the system to pay the invoice and they are unable to process your invoice, you shall be notified of this.

Approval for payment will be made when any placement, or placement change is made via the Placements Team – it is their function to put the relevant approvals onto the system to match your invoice to. Any placements that circumvent the placements process will mean the approval may not be on the system and your invoice will be rejected on that basis. Please do not circumvent the Placements Team for placements business. Social Workers do not have delegated authority to agree to anything that has a financial implication – this must be arranged in advance via the Placements Team.

Non-compliance with this or failure to supply any of the essential information may result in delays in payment.

If you have any queries regarding this communication please contact me by email childrens.commissioning@birmingham.gov.uk

Yours faithfully



Narinder Saggu
Head of Children's Commissioning

INVOICE REQUIREMENTS

Company logo

INVOICE/CREDIT NOTE*

(*delete where applicable)

SUPPLIER NAME
Address line 1
Address line 2
City
Post Code
Telephone
Mobile (if applicable)
Fax (if applicable)
Email

TO:
Birmingham Children's Trust
Children's Placement Service Birmingham
PO Box 16550
Birmingham B2 2EZ

Invoice/Credit Note* Date

Invoice/Credit Note* Number

VENDOR NUMBER (10 digit number)

DESCRIPTION	COST	Dates
Young Person's Name and Eclipse or CareFirst ID Start date for this invoice End date for this invoice Description of service delivered		
VAT:	£	
TOTAL DUE:	£	

PAYMENT DETAILS

BY BACS:
Bank
Account Name
Account Number
Sort Code

VAT Reg. No GB XXXXXXXXXX
Company Reg. No XXXXXX

BY CHEQUE:
Please make cheques payable to 'SUPPLIER
NAME' and send to

SUPPLIER NAME
Address line 1
Address line 2
City
Post Code