

We are updating our supplier invoice processing system

Bradford Council is upgrading to a new invoice management system for supplier invoices



Why are we doing this?

The new invoice management system (IMS) will automate and streamline our Accounts Payable processes.

- This will help us to pay our suppliers sooner by automating invoice capture and processing
- Eliminate duplicates and reduce supplier queries by allowing invoice tracking from receipt through to payment
- Reduce bottlenecks and errors, ensuring prompt and accurate payments to suppliers

NEXT

Department of Corporate Resources

HOW YOU CAN HELP

As a Council supplier please help us to ensure we pay you on time by following our payments process, set out below.

Invoices:

- All invoices must be emailed to **apinvoices@bradford.gov.uk**
- Your invoice must be in PDF format
- Emails submitted with multiple attachments (invoices) must have only one invoice in each PDF file
- All invoices must quote a Council Purchase Order number to avoid delay or non-payment
- All invoices must have a date and unique invoice number

Invoices will be processed automatically - this address is not monitored so other communications will not be picked up.

- In order to comply with GDPR please do not include personal data on your invoice

Bank Details:

Changes to your bank details will not be picked up from your invoice.

For any changes to your bank details, address, contact details or company information and status:

- Please use **procuretopay@bradford.gov.uk**
- Do not send invoices here

Queries:

For anything else, such as payment queries and sending your statements:

- Please use **apqueries@bradford.gov.uk**
- Do not send invoices here

Supplier Portal:

In time we will be launching a supplier portal which will:

- Provide answers to supplier queries
- Support the direct upload of invoices and invoice creation for small suppliers
- Allow suppliers to track the status of their invoices

When will the new system go-live?

We are nearly ready to launch.

Please act now to follow the above guidance so we can ensure a smooth transition with no further action required on go-live.

Further updates will follow as soon as they are available.

If you have any questions please email the

Procure to Pay Team at **procuretopay@bradford.gov.uk**



MORE INFORMATION

More information can be found on Bradford Council's website:

www.bradford.gov.uk/business/doing-business-with-bradford-council/new-invoice-management-system-for-supplier-invoices/

www.bradford.gov.uk/procurement