



# Invoicing Policy



## Revisions and Amendment Register

Date of Issue	Page No	Revision	Version
May 2024		New updated issue following policy review	24/1

# Contents

1. Scope .....	4
2. Purpose.....	4
3. Policy.....	4
4. Regulatory criteria and conditions.....	5
5. Review of the Policy .....	5
6. Location of Policy .....	5
7. Copyright .....	5

## 1. Scope

This Policy relates to the issue and payment of invoices between SFJ Awards, its suppliers and its customers.

## 2. Purpose

This policy and associated procedure set out the processes and timescales committed to by SFJ Awards in the issue of invoices to customers, and in the processing and payment of supplier invoices.

## 3. Policy

### 3.1 Issue of Invoices

3.1.1 Unless otherwise specified by contract, SFJ Awards will invoice its customers within 3 working days of month end of completion of services. The invoice will quote the purchase order number (if any) issued by the customer and give a breakdown of the charges being made.

3.1.2 Except where otherwise provided in any contract, the amount payable to SFJ Awards is inclusive of all costs of staff, facilities, equipment, materials and all other expenses whatsoever incurred by SFJ Awards in discharging its obligations under any agreement.

3.1.3 Details of the bank account to which payment is to be made will be included on the invoice. This includes the bank name, sort code and address, the account name and number and any other details which may be required by the customer to make payment.

3.1.4 SFJ Awards distribute invoices within 2 working days of creation and request that payment is made within 30 days of the invoice date.

3.1.5 SFJ Awards will respond to any queries on invoices within three working days of receipt of the query wherever possible.

### 3.2 Payment of Invoices

3.2.1 The supplier should submit an invoice to SFJ Awards as specified in the contract or within 28 days of the completion of the services. The invoice must quote the appropriate purchase order number issued by SFJ Awards and give detail of the services provided.

3.2.2 All invoices should be sent to SFJ Awards, The Workforce Development Trust, Finance Department, Vertigo, Cheese Lane, Bristol BS2 0JJ or by email to [financepayables@witrust.org.uk](mailto:financepayables@witrust.org.uk)

3.2.3 The invoice should be submitted along with any supporting evidence that SFJ Awards may reasonably require to verify the information and the amounts referred to in that invoice. Such evidence may include, but is not limited to, time sheets, expenses incurred, or invoices paid.

3.2.4 The supplier should provide the name, address and sort code of their bank, the account name and number, and any other details required in order to make a timely payment.

3.2.5 Except where otherwise provided in any contract, the amount payable to the supplier for the performance of the services shall be inclusive of all costs of staff, facilities,

equipment, materials and all other expenses whatsoever incurred by the supplier in discharging his obligations under the contract.

3.2.6 SFJ Awards is committed to prompt payment in accordance with British Standard 7890 and will pay the supplier within 30 days of the receipt of a valid invoice, provided that SFJ Awards is satisfied that the services for which the invoice relates have been performed fully in accordance with any contract or agreement.

## 4. Regulatory criteria and conditions

Regulatory Body	Regulatory guidance document	Regulatory Condition or Criterion
Ofqual	General Conditions of Recognition	F3
CCEA Regulation	General Conditions of Recognition	F3
Qualifications Wales	Qualification Wales Standard Conditions of recognition	F3

## 5. Review of the Policy

This policy will be reviewed as part of a review cycle, and revised as necessary in response to lessons learnt, customer feedback, changes in legislation and guidance received from the Regulators.

## 6. Location of Policy

A copy of this policy can be downloaded from Odyssey, ACE360 or from the SFJ Awards website: [www.sfjawards.com/policies](http://www.sfjawards.com/policies)

## 7. Copyright

The content of this document is, unless otherwise indicated, Copyright © SFJ Awards and may not be copied, revised, reproduced or distributed, without prior written consent from SFJ Awards.