

Please follow these guidelines when submitting invoices for them to be processed promptly and within agreed payment terms. All invoices should be addressed to Cambridgeshire County Council.

A compliant invoice should include:

- your full company name and address
- an invoice date so our system calculates your invoice due date correctly
- a unique invoice number which we will record on our system and quote on your remittance advice or during any other correspondence with you
- a clear description of the goods and/or services provided
- accurate quantities, prices and amount due
- your VAT registration number (if registered for VAT)
- the date of supply (also known as tax point) if this is different from the invoice date
- a breakdown of the goods and/or services clearly showing the net price, the VAT rate, the VAT amount and the total amount for each line on the invoice
- a valid purchase order number for the goods/services – your invoice will be returned unpaid if a valid purchase order number is not quoted
- your bank details including sort code and account number

Submitting your invoices

To ensure prompt processing, please email invoices in PDF format to ccc.invoices@lgss.co.uk. Multiple invoices can be sent in a single email but each one must be attached as a separate PDF. Sending invoices to the incorrect address will likely delay payment.

We prefer to receive invoices via email but if you are unable to send them to us electronically, paper invoices can be posted to:

LGSS Accounts Payable
OCT1101
Shire Hall
Castle Hill
Cambridge
CB3 0AP

The standard processing time for invoices is five working days from the date of receipt. Please ensure all invoices are submitted in sufficient time to be processed by the due date.

Non-compliant invoices will be returned to you unpaid.