

# E-INVOICING POLICY POSITION



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## E-INVOICING POLICY POSITION

### 1 Policy Statement

This policy sets out the preferred method of invoicing as e-invoicing, the requirements of the City of London and e-invoicing measures.

### 2 Introduction

Electronic invoicing is an efficient and cost effective method of receiving and processing invoices.

An e-invoice and e-invoicing are defined as:

- Electronic Invoice - an electronic file such as a Microsoft Word document or PDF document sent via e-mail (unstructured e-invoicing); Or
- Electronic Data Interchange (EDI) - an electronic file uploaded and transmitted automatically by one electronic system to another in a standard format such as XML (structured e-invoicing).
- Key benefits of e-invoicing:
  - Reduction in processing costs and increased efficiencies;
  - Reduction in payment times for suppliers;
  - Improved financial management and reduced risk of fraud and duplicate payments; and
  - Increased contribution to corporate social responsibility.

### 3 E-invoicing Procedures

#### E-invoicing

The City of London endorses e-invoicing as the preferred and primary method for the receipt and payment of invoices.

- All e-invoices should be e-mailed directly to the Accounts Payable Team:  
[CityProc.AP@cityoflondon.gov.uk](mailto:CityProc.AP@cityoflondon.gov.uk)
- The preferred format for e-invoices is Adobe PDF documents. However, e-invoices will be accepted by e-mail in any electronic format including Microsoft Word documents or JPEG documents.
- Officers who receive e-invoices from suppliers must direct those suppliers to send the e-invoices directly to the designated Accounts Payable e-mail address and ensure that a valid Purchase Order number or Purchase Order exemption code is quoted on the invoice.

#### Paper Invoicing

- The City of London will not be accepting paper invoices unless suitable evidence can be provided that an electronic alternative is not available.

- No paper invoices will be accepted from internal City of London departments.

#### **4 E-Invoicing Measures**

The following measures will be taken in supporting e-invoicing at the City of London:

- All new corporate contracts above £25,000 per annum must be reviewed by City Procurement with the aim of implementing structured e-invoicing (electronic data invoicing).
- All contracts above OJEU thresholds must be reviewed by City Procurement to ensure that all opportunities for implementing structured e-invoicing have been explored.