

IMPORTANT INFORMATION – THE WAY THAT YOU INVOICE US IS CHANGING

Dear Supplier,

The University of Kent recently contacted you regarding the new e-invoicing system we are introducing.

We are pleased to announce that this new system will go live on Monday 17th June 2024.

With effect from this date please update your systems to ensure all invoices and credit notes are emailed to finsupplierinvoices@kent.ac.uk

Statements and other queries should still be directed to paymentsoffice@kent.ac.uk

To ensure your invoices/credit notes are processed in a timely manner they should meet the following requirements:

- Clearly addressed to the University of Kent
- State your full company name and address
- Provide 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
- VAT registration number (if applicable)
- A breakdown of the goods and/or service clearly showing the net price, the VAT rate, the VAT amount (if applicable), and the total amount for each line on the invoice
- A valid Purchase Order Number for the goods and/or services you are invoicing for

Your invoice/credit note will also need to be emailed as a PDF/Word document.

There should only be one invoice/credit note per PDF/Word Document. Supporting documents will need to be incorporated into the same PDF/Word Document and a separate invoice/credit note will need to be issued for each purchase order that you receive.

Any non-compliant invoices/credit notes will be returned to you.

The email address returning the invoice/credit note will be noreply@proactis.com and the email will contain a link to your invoice/credit note allowing you to make any necessary changes.

Should you have any questions regarding this please feel free to contact us via email at paymentsoffice@kent.ac.uk

Yours faithfully,
University of Kent
Accounts Payable Team