

# SME's Get Paid Quicker!!!

Plymouth City Council is aiming to Pay Small/Medium Enterprises (SME's) within 15 days of receiving an invoice. The 15 days will start from the date the invoice is received by the Council to dispatch of the cheque or BACS payment (payment direct into your bank account).

## Question

Is my company an SME?

## Answer

A Small/Medium Enterprise SME is classified as an organisation with less than 250 employees and a turnover of £40m or less. If your business fits this description and you need our help let us know so that we can identify you as an SME on our computer system.

## Question

What can I do to ensure my business gets paid quicker?

## Answer

1. If you send a Delivery Note or Goods Receipt Note (GRN) prior to an invoice, ensure it contains the correct details: -

- A Plymouth City Council official purchase order number or contract reference
- Mark your Delivery Note or GRN for the attention of the Plymouth City Council Officer named on the official purchase order or contact the Council Officer you are dealing with (ensure the office address is accurate). This is important as irrespective of who acknowledges the receipt of the actual goods or services, we still need to process the Delivery Note / GRN on our payments system.

2. Provide an invoice containing the following essential information:

- A Plymouth City Council official purchase order number or contract reference
- Mark your invoice for the attention of the Plymouth City Council Officer named on the official purchase order (ensure the office address is accurate)
- The correct VAT information
- The value of the goods or services provided in accordance with the official purchase order or your Delivery Note.
- You can also e-mail your invoice to us if you have the name and e-mail address of the officer on the official purchase order. We will then print this off to process it.

3. If you are providing goods or services to the Council and have not been sent a Plymouth City Council official purchase order ask the officer or department you are dealing with to send you one. This will help you to help us.

4. Provide us with your bank details and email address so we are able to pay directly into your bank account and email your payment remittance to you. This will save you valuable time and also reduce your operating costs.

5. If you are a registered supplier under the Construction Industry Scheme (CIS) you may be required to provide further information so we can verify your status under the Scheme, before we can make payment.

6. If you are not an SME, following these guidelines will help us to help you receive your payments on time.

For more information about how you can help us to help you, please contact the Creditors Helpdesk on 01752 304439 or email [creditors@plymouth.gov.uk](mailto:creditors@plymouth.gov.uk)