



Guidance - invoices to Golden Lane Housing

Please send all invoices to invoices@glh.org.uk. This inbox is automated to receive invoices only. The inbox is not monitored and you will not be notified if your invoice has been sent in the incorrect format.

Please ensure your invoice contains all the required information as set out below. Sending your invoice in this format will assist us in paying you as quickly as possible.

Invoice Requirements

The invoice must:

- be in pdf, Word or Excel format as no other formats will be recognised
- Contain our organisations name – Golden Lane Housing
- Contain your company name, address and contact information
- A unique invoice number
- The date of the invoice
- A clear description of the goods or services provided
- The amounts being charged
- VAT amount if applicable
- The total amount charged (including VAT)
- Contain a valid purchase order number which authorises you to provide the goods or services you are charging GLH for. If a purchase order number is not provided this will delay payment.

Unless specifically advised that a PO is not required, please ensure that you obtain a valid PO number before undertaking any works for GLH as we operate a no purchase order, no payment policy. A valid purchase order is one that covers the full value of the good/services. If the value of the goods/services exceeds the PO value, request a new PO from your contact at GLH.

Enquiries sent to this e-mail box (invoices@glh.org.uk) will not be read. For any enquiries/reminders about unpaid invoices, please send these to accountspayable@glh.org.uk.

For any supplier statements please send these to statements@glh.org.uk, if an invoice is sent to this inbox it will be deleted and you will not be notified.