

Supplier Information

Supplier - Invoicing Instructions

Please ensure that your invoice incorporates the following:-

- Invoices should be made out to Anglian Community Enterprise (ACE) CIC and the authorising budget manager
- A purchase order number and/or the name of the person who raised the order
- A narrative to identify the goods and/or service
- Your name, address and contact details (email and/or telephone no.)
- Bank account details (Account Name, Sort Code and Account Number.)

NOTE ACE no longer issue cheques.

Submitting Invoices

Our preferred method for submitting invoices is electronic, as this shortens processing time and reduces delays.

By email

Send to aceapinvoices.sbs-e@nhs.net

Note that this address only accepts invoices and only takes one invoice attachment per email. (If more are sent, they will disregard it as it is an automated service.)

By post

If you prefer to submit your invoices by post please use the following postal address.

F.A.O 'INSERT Applicable Budget Manager'

Anglian Community Enterprise

C/O NHS Shared Business Services

PO Box 7810

Corby

NN17 9HF

- (Please ensure the authorising budget manager's name is included)

Querying invoices

Any queries should be directed to SBS via email aceapqueries.sbs-e.nhs.net or telephone 08448940143.

FAQ

“When are payments made?”

All of our payments are made by BACS and our payment runs are on Tuesday and Thursday.

“How do I get copy remittances?”

Contact SBS and give them your remittance address.

“How do I get them to change my bank account details?”

Contact SBS and they will provide the forms that you will need to notify them.

“I am a new supplier, what do I need to do?”

Contact SBS to set up an account.