Leicestershire County Council’s invoicing process demands precision and attention to detail as your invoice is read by a scanner. The smallest mistake can unfortunately delay payment. Our team have created a template for OPTIONAL use by suppliers which can be downloaded [here](https://www.cultureleicestershire.co.uk/wp-content/uploads/2024/05/Invoice-Template.docx). When filling this in please refer to the guidance pdf [here](https://www.cultureleicestershire.co.uk/wp-content/uploads/2024/05/Invoice-Template-Instructions.pdf).

**Invoice Requirements:**

The requirements detailed below are essential on all LCC invoices. Adhering to these requirements will aid in a faster turnaround of your invoice through to payment.

Please note: Invoices will be paid 30 days from the date LCC have received the invoice to the following email address [**leicsinvoices@emss.org.uk**](mailto:leicsinvoices@emss.org.uk)

If an invoice has been rejected you should receive a notification email, please check your junk/spam email folders regularly.

* Purchase order number and valid contact name (please use FAO Megan Wakefield and the order number provided to you)
* The word INVOICE or CREDIT NOTE stated clearly
* Your company name, address and contact details
* Your own unique invoice reference number
* The date of the invoice
* Invoices must be addressed to Leicestershire County Council - Please note that LCC is not an accepted acronym
* A clear description of the goods or services being charged for and individual amounts
* The total amount owed
* Bank Account Details (if you receive payments electronically)
* The invoice should be good quality with all required fields legible
* No handwritten items will be read from the invoice

If your invoice is VATable, we also require the following information

* Net amount excluding VAT
* VAT amount (if applicable)

**When you are ready to submit, please send to:** [**leicsinvoices@emss.org.uk**](mailto:leicsinvoices@emss.org.uk) **CCing in:** [**megan.wakefield@leics.gov.uk**](mailto:megan.wakefield@leics.gov.uk)**, please don’t include any other attachments.**

The above mailbox is not monitored and all invoices are processed by a scanner, which is why it’s important that all guidance is adhered to.