

Supplier Invoicing Policy

The purpose of this update is to clarify the process that must be followed when invoicing any company within the Rotala Group. Adhering to this process will ensure that your invoices are processed in a timely manner. For reference, our group operating companies are listed below:

- Rotala Shared Services Ltd
- Shady Lane Property Ltd
- Diamond Bus Ltd
- Preston Bus Ltd
- Hallbridge Way Property Ltd
- Hallmark Connections Ltd
- Diamond Bus North West Ltd

1. Which company should you invoice?

You should Invoice Rotala Shared Services Ltd, this is the company we use to manage our supplier payments and ledgers. The 'Invoice to' address on your Invoice should be as follows:

Rotala Shared Services Ltd
Hallbridge Way
Tipton Road
Tividale
B69 3HW

2. Purchase Orders

Invoices should clearly show a valid printed purchase order number, handwritten purchase order numbers will be rejected. A purchase order document should be issued to you by Rotala Shared Services Ltd via email. You should only use purchase order numbers that have been received via a purchase order document that is marked as Authorised.

If the order is initially placed by phone call, no action should be taken until you are sent a copy document following that call. Failure to obtain a copy purchase order will delay processing and therefore payment of your invoice.

3. Invoicing Process & Presentation

Please ensure your invoice clearly states the Net, Vat and Gross amounts. For suppliers using a standard accounts package, this should not be an issue. However, if you process your invoices via Excel, Word etc., please ensure your invoices are clear. If one of the three values above cannot be located on your invoice by initial observation, then the invoice will be rejected. Also, ensure credit notes are clearly identified as such.

Invoices should be sent by email only to rss.invoicing@rotala.co.uk