



Shared Business Services



Dear Supplier,

As a valued supplier to our NHS Organisation, I am writing to inform you of exciting new changes to our Purchase-to-Pay (P2P) process. Our processing partner, NHS SBS, has partnered with a company called Tradeshift to deliver an e-invoicing solution which will improve efficiency and invoice processing times. Therefore we are now requesting that any invoices, or credit notes, previously sent by post to the NHS SBS Wakefield address, are now submitted electronically via the Tradeshift e-Invoicing solution.

Please find enclosed details on how to sign up to Tradeshift, along with useful contact details.

There are many benefits for you as the supplier, including:

- **Faster invoice processing times** - Tradeshift invoices are pulled directly onto the NHS SBS system every few minutes. This will reduce the average time it takes invoices to be received on our system from 10 days to 1 day.
- **Daily status updates** - Suppliers receive updates on invoice progress, starting with acknowledged receipt into the NHS SBS system, updates when approved, disputed, and paid. This should reduce the volume of calls from both suppliers and NHS England enquiring about the status of invoices
- **Upfront validation** - Ensures correct invoice data entry at the time of sending, resulting in fewer invoice returns/rejections
- **Free and easy to use** - Free access for all suppliers to the Tradeshift Platform, with easy access to creating and managing accounts.
- **Cost and time savings** - No postage, printing, envelopes and a reduction in invoice queries.

If you have any queries regarding setting up your Tradeshift account, please contact nhs.sbs.support@tradeshift.com or visit the Tradeshift website <http://tradeshift.com/supplier/nhs-sbs/>.

Please note for account payables queries please continue to contact: 0303 123 1177 or email: SBS-W.Payables@nhs.net

As an important supplier, your support for this project is both appreciated and needed as part of our on-going relationship.

Yours sincerely,

Steve Wilson
Director of Financial Control
NHS England

Peter Etchells
Head of Operations Finance and Accounting
NHS Shared Business Services