Suppliers' Guide: Itad's Invoice Template

Guide to completing and submitting Itad's invoice template ACTUALS

Author: Sarah Owen

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Introduction

Itad has transitioned to a new project management and finance system, Microsoft Dynamics. The new system has brought efficiencies and improvements to Itad's invoicing process, and we are now working to a new (more streamlined) supplier invoice template. The following guide outlines how to complete and submit an invoice using the new template.

In the future, Itad will be launching an online supplier portal which will dovetail with Microsoft Dynamics and bring further efficiencies to subcontracting, invoicing and many other areas of the Itad-supplier relationship. More detail to follow.

Should you have any supplier-related or invoice-related queries, please contact the Itad team as below. In addition, please feel free to let us know of any feedback or comments you may have on this guide.

Contact	Query type….
suppliers@itad.com	supplier registration, services agreements, supplier policies, ways of working, IR35, supplier portal
accounts@itad.com	invoice template, payment terms, payment dates, changes to vendor details (eg new address, new bank account)

What does the new invoice template look like?

When you receive your services agreement from Itad, you will also receive an invoice template with key details pre-filled by your Project Officer, as below. On the Cover Sheet tab, several areas will already be populated such as the services agreement reference number, vendor contact details and project information. In addition, the personnel providing services on the project will be listed (column B) along with their day rate (column F) and hourly rate to five decimal places (column G). Plus, any available reimbursable items will be listed (column J). If any of the details appear to be incorrect or missing – please get in touch with your Project Officer as soon as possible.

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Invoice Template

Services Agreement Reference		SUBCON001111

Vendor Name	Bloggs & Co
Address	No 1 Sea View
	London
	SE4 1EW
Payment Terms	30 DAYS
Project Reference	2024-001
Project Name	Pakistan Sanitation Project Evaluation
Project Officer	Sarah Owen
Date	
Invoice Number	
Itad INV#	Sep-24/1
Project Currency	Sterling – UK
UK VAT Registered	
UK VAT Registration Number	

Bank Details — Please enter bank details on every invoice

Name of Bank:	
Bank Address:	
Name of Account Holder:	
Sort Code:	
Account No:	

For all international payments (non UK), you must also provide either IBAN or SWIFT:

Swift/BIC Code:	
IBAN:	
Any other additional banking information:	

Consultant Fees

Name	Currency	Day Rate	Fee		Expense Categories
Jane Bloggs	Sterling – UK	500.00	66.66667		Flights International
Sapna Anand	Sterling – UK	450.00	60.00000		Airport Transfers
Simon Mitre	Sterling – UK	375.00	50.00000		Visas/Insurance/Medications etc
					Local Transport
					Subsistence

Total Fees

Name	Total (Hours)	Total (Days)	Total (Fees)
Jane Bloggs			
Sapna Anand			
Simon Mitre			

Total Expenses

Name	Total
Flights International	
Airport Transfers	
Visas/Insurance/Medications etc	
Local Transport	
Subsistence	

Total Lump Sum

Name	Total

Fee subtotal	-
Grand Total (Fees+Exps)	-
VAT	-
Invoice Total	-

Expenses subtotal	-

Expenses subtotal	-

Step 1: Date and Invoice Number

On the Cover Sheet tab, enter the invoice date and invoice number.

Date: Using an eight-digit, UK format, enter the date of the invoice eg 1 September 2024 = 01/09/2024. This must be the current date.

Invoice number: Enter a unique number – every invoice must include the supplier's own reference number (of their own choosing and for tracking payment from Itad). Many suppliers like to use invoice numbers that run sequentially: 001, 002, 003, etc. Itad is unable to process invoices with the same number as a previously submitted invoice.

UK VAT registered: Select 'Yes' or 'No' from the dropdown options.

UK VAT registration no: If applicable, enter your VAT registration number, this will auto-calculate the VAT value at the end of your invoice.

Please see completed example below.

	A	B	C	D	E	F	G
1							
2		itad				Invoice Template	
3							
4		Services Agreement Reference			SUBCON001111		
5							
6							
7		Vendor Name		Bloggs & Co			
8		Address		No 1 Sea View			
9				London			
10				SE4 1EW			
12		Payment Terms		30 DAYS			
13							
14		Project Reference		2024-001			
15		Project Name		Pakistan Sanitation Project Evaluation			
16		Project Officer		Sarah Owen			
17		Date		01/09/2024			
18		Invoice Number		34786			
19		Itad INV#		Sep-24/1			
20		Project Currency		Sterling – UK			
21		UK VAT Registered		Yes			
22		UK VAT Registration Number		123 123 123			

Step 2: Bank Details

On the Cover Sheet tab, enter the bank account details to which the invoice will be paid. These details must match the details that Itad already holds for you on our system (and as given by you to Itad at supplier registration stage). The bank account must also accept the currency given in your services agreement – and therefore the currency of your invoice. If you have changed bank details, and **before** completing the invoice template, contact your Project Officer with accounts@itad.com in copy to request a vendor amendment form.

	itad	**Invoice Template**
Services Agreement Reference		SUBCON001111
Vendor Name	Bloggs & Co	
Address	No 1 Sea View	
	London	
	SE4 1EW	
Payment Terms	30 DAYS	
Project Reference	2024-001	
Project Name	Pakistan Sanitation Project Evaluation	
Project Officer	Sarah Owen	
Date	01/09/2024	
Invoice Number	34786	
Itad INV#	Sep-24/1	
Project Currency	Sterling – UK	
UK VAT Registered	Yes	
UK VAT Registration Number	123 123 123	

Bank Details	**Please enter bank details on every invoice**
Name of Bank:	
Bank Address:	
Name of Account Holder:	
Sort Code:	
Account No:	
	For all international payments (non UK), you must also provide either IBAN or SWIFT:
Swift/BIC Code:	
IBAN:	
Any other additional banking information:	

Step 3: Time Entries

On the Time Entry tab, per row, enter the following information for each date on which services were provided to the project. This tab is effectively the timesheet for all personnel who have provided services. NB it is important to enter information from **left to right** and starting from the **first row** available (row 13 in below example).

Date:	Using an eight-digit, UK format, enter the date the services were provided eg 1 September 2024 = 01/09/2024.
Resource Name:	From the dropdown list, select the person who has provided the services. **Do not** drag down the resource name from one row to the next.
Task:	From the dropdown list, select the task the person has provided services against. **Do not** drag down the name of a task from one row to the next.
Description of Services:	Enter a brief description of the services provided – up to a maximum of 100 characters (including spaces).
Time (hours):	Enter the number of hours the person provided the services, the smallest unit available is 0.25 (15 minutes).
Time (days):	Do not enter any data here; this cell will auto-calculate.

Please see completed example below.

Services Agreement Reference			SUBCON001111		

Project Reference 2024-001
Project Name Pakistan Sanitation Project Evaluation
Project Officer Sarah Owen

Date	Resource Name	Task	Description of Services Provided	Time (hours)	Time (days)
02/09/2024	Jane Bloggs	Jane Bloggs – Inception	Finalising inception report – UK	5	0.67
04/09/2024	Jane Bloggs	Jane Bloggs – Inception	Finalising inception report – UK	4	0.53
05/09/2024	Jane Bloggs	Jane Bloggs – Inception	Finalising inception report summary document – UK	2	0.27
10/09/2024	Sapna Anand	Sapna Anand – Implementation	Key informant interviews – Pakistan	4	0.53
10/09/2024	Simon Mitre	Simon Mitre – Implementation	Key informant interviews – Pakistan	4	0.53
11/09/2024	Sapna Anand	Sapna Anand – Implementation	Key informant interviews – Pakistan	4	0.53
11/09/2024	Simon Mitre	Simon Mitre – Implementation	Key informant interviews – Pakistan	4	0.53
12/09/2024	Sapna Anand	Sapna Anand – Implementation	Key informant interviews – Pakistan	3	0.40
12/09/2024	Simon Mitre	Simon Mitre – Implementation	Key informant interviews – Pakistan	3	0.40
19/09/2024	Jane Bloggs	Jane Bloggs – Implementation	Video meeting with Sapna and Simon re: KIIs – UK	1	0.13
26/09/2024	Sapna Anand	Sapna Anand – Implementation	Writing-up key informant interviews – Pakistan	5	0.67
26/09/2024	Simon Mitre	Simon Mitre – Implementation	Writing-up key informant interviews – UK	5	0.67
27/09/2024	Jane Bloggs	Jane Bloggs – Inception	Meeting with client to present inception report – London, UK	2.5	0.33
27/09/2024	Jane Bloggs	Jane Bloggs – Implementation	Reviewing key informant interviews write-up – UK	3	0.40

Step 4: Expenses

On the Expenses tab, per row, enter the following information for each expense incurred. Ensure that each expense has a receipt marked with the corresponding reference number in column A. NB it is important to enter information from **left to right** and starting from the **first row** available (row 13 in below example). NB for **UK VAT registered suppliers**, please enter the expense value **exclusive** of VAT.

Receipt No:	Mark your expense receipt with a reference no (1, 2, etc).
Date:	Using an eight digit, UK format, enter the date the expense was incurred and as given on the receipt eg 1 September 2024 = 01/09/2024. When a lump sum DSA is available, a line must be entered for each night spent away eg when away for 7 x nights, enter 7 x individually dated lines.
Resource Name:	From the dropdown list, select the person who incurred the expense. **Do not** drag down the resource name from one row to the next.
Expense Category:	From the dropdown list, select the expense category against which the expense was incurred. **Do not** drag down the name of a task from one row to the next.
Expense Task:	From the dropdown list, select the task the person has provided services against. **Do not** drag down the name of a task from one row to the next.
Expense Currency:	From the dropdown list, select the currency in which the expense was incurred. **Do not** drag down the name of an expense currency from one row to the next.
Amount:	Enter the value of the expense in the currency it was incurred (to 2 decimal places).
Exchange Rate:	Using the link to the exchange rate calculator on the Itad website, enter the exchange rate into the currency of your services agreement (**exactly** as it appears on the exchange rate calculator, to 10 decimal places).
Reimbursable Amount:	Do not enter any data here; this cell will auto-calculate.
Description:	Enter a brief description of the expense – up to a maximum of 100 characters (including spaces).

Please see completed example below.

Expense entries

Services Agreement Currency

Sterling – UK

Services Agreement Ref: SUBCON001111

Itad Currency Conversion

Project Reference: 2024-001
Project Name: Pakistan Sanitation Project Evaluation
Project Officer: Sarah Owen

Receipt No.	Expense Date	Resource Name	Expense Category	Expense Task	Expense Currency	Amount in currency the expense was incurred	Exchange Rate obtain rate from Itad Currency Conversion link above - enter to 5 decimal places. If expense is in same currency as your services agreement, enter 1.00000	Reimbursable Amount in currency of your services agreement	Description
1	20/08/2024	Simon Mitre	Visas/Insurance/Medicatio	Simon Mitre – Implementation	Sterling – UK	250.00	1.00000	250.00	Pakistan business visa
2	02/09/2024	Simon Mitre	Flights International	Simon Mitre – Implementation	Sterling – UK	800.00	1.00000	800.00	London-Islamabad return flight, Sep 2024
3	09/09/2024	Simon Mitre	Airport Transfers	Simon Mitre – Implementation	Sterling – UK	24.20	1.00000	24.20	Train/Tube to London Heathrow Airport
4	09/09/2024	Simon Mitre	Airport Transfers	Simon Mitre – Implementation	Rupee – Pakistan	5,200.00	363.76310	14.30	Taxi, airport to hotel, Islamabad
5	09/09/2024	Simon Mitre	Subsistence	Simon Mitre – Implementation	Rupee – Pakistan	4,300.00	363.76310	11.82	Dinner and soft drink, Islamabad
6	10/09/2024	Simon Mitre	Subsistence	Simon Mitre – Implementation	Rupee – Pakistan	3,900.00	363.76000	10.72	Dinner and soft drink, Islamabad
7	11/09/2024	Simon Mitre	Subsistence	Simon Mitre – Implementation	Rupee – Pakistan	200.00	363.76310	0.55	Bottled water, Islamabad
8	10/09/2024	Simon Mitre	Subsistence	Simon Mitre – Implementation	Rupee – Pakistan	1,400.00	363.76310	3.85	Lunch and soft drinks for S Mitre and S Anand, Islamabad
9	11/09/2024	Sapna Anand	Subsistence	Sapna Anand – Implementation	Rupee – Pakistan	4,000.00	363.76310	11.00	Lunch and soft drinks for S Mitre and S Anand, Islamabad
10	12/09/2024	Simon Mitre	Subsistence	Simon Mitre – Implementation	US dollar	610.00	1.30320	468.08	Hotel, breakfasts, soft drinks, Islamabad, 09-12/09/2024
11	12/09/2024	Simon Mitre	Subsistence	Simon Mitre – Implementation	Rupee – Pakistan	1,550.00	363.79000	4.26	Lunch for S Mitre and S Anand, Islamabad
12	12/09/2024	Simon Mitre	Airport Transfers	Simon Mitre – Implementation	US dollar	23.00	1.30000	17.69	Taxi to airport, Islamabad
13	12/09/2024	Simon Mitre	Subsistence	Simon Mitre – Implementation	Rupee – Pakistan	450.00	363.79000	1.24	Coffee at airport, Islamabad
14	13/09/2024	Simon Mitre	Airport Transfers	Simon Mitre – Implementation	Sterling – UK	24.20	1.00000	24.20	Train/Tube from London Heathrow Airport to home
15	09/09/2024	Sapna Anand	Local Transport	Sapna Anand – Implementation	US dollar	185.00	1.30000	142.31	Driver, car and fuel to attend KIIs, Islamabad 10-12/09/2024
16	27/09/2024	Jane Bloggs	Local Transport	Jane Bloggs – Inception	Sterling – UK	12.35	1.00000	12.35	Tube to attend meeting at client's offices, London
17	27/09/2024	Jane Bloggs	Subsistence	Jane Bloggs – Inception	Sterling – UK	8.20	1.00000	8.20	Sandwich and coffee at client's offices, London

Step 5: Final Review

The data entered on the Time Entry tab and Expenses tab will pull through to the Cover Sheet tab. The fee subtotal value and expenses subtotal value will be showing at the bottom. Combined, these give the total value of your invoice. For UK VAT registered suppliers, the VAT value will have auto-calculated at the bottom. Example below.

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Project Reference	2024-001
Project Name	Pakistan Sanitation Project Evaluation
Project Officer	Sarah Owen
Date	01/09/2024
Invoice Number	34786
Itad INV#	Sep-24/1
Project Currency	Sterling – UK
UK VAT Registered	Yes
UK VAT Registration Number	123 123 123

Bank Details — Please enter bank details on every invoice

Name of Bank:	
Bank Address:	
Name of Account Holder:	
Sort Code:	
Account No:	

For all international payments (non UK), you must also provide either IBAN or SWIFT:

Swift/BIC Code:	
IBAN:	
Any other additional banking information:	

Consultant Fees

Name		Currency	Day Rate	Fee
Jane Bloggs		Sterling – UK	500.00	66.66667
Sapna Anand		Sterling – UK	450.00	60.00000
Simon Mitre		Sterling – UK	375.00	50.00000

Expense Categories
Flights International
Airport Transfers
Visas/Insurance/Medications etc
Local Transport
Subsistence

Total Fees

Name	Total (Hours)	Total (Days)	Total (Fees)
Jane Bloggs	17.5	2.33	1,166.67
Sapna Anand	16	2.13	960.00
Simon Mitre	16	2.13	800.00

Total Expenses

Name	Total
Flights International	
Airport Transfers	
Visas/Insurance/Medications etc	
Local Transport	
Subsistence	

Total Lump Sum

Name	Total

Fee subtotal	2,926.67	
Grand Total (Fees+Exps)	2,926.67	
VAT	585.33	
Invoice Total	3,512.00	

Expenses subtotal	–

Expenses subtotal	–

Step 6: Invoice Submission

Once you have reviewed the completed invoice template, please save as a standalone document and submit the following documents to Itad by e-mail to accounts@itad.com with your Project Officer in copy. The invoice and supporting documents must be submitted to Itad within five-days of the invoice date. For example, an invoice dated 30 September 2024 must be submitted by 5 October 2024.

- Fully completed and finalised invoice Excel workbook.

- Adobe PDF of Cover Sheet tab.

- Adobe PDF scans of all expense receipts. Expenses can only be reimbursed, against receipts which are compliant with the following:

  - Itemised receipts only. It is **not** possible to accept a merchant copy of a credit/debit card receipt, or a copy of a bank/credit card statement.

  - No alcohol will be reimbursed and must be deducted from receipts where necessary.

  - Receipts must be numbered as per the reference number given on the Expenses tab.

  - Companies, Micro-Companies, PSCs: flight booking receipts/invoices must be supported with a scan of the flight boarding passes.

  - Individual Consultants: scan of flight boarding passes to be submitted.

  - All personal information must be redacted (eg home address, phone number, credit/debit card details, etc). Itad will not redact this information before submitting to the client.

  - Claims for personal car mileage, must be supported with a 'snip' from an online route planner eg Google Maps.

  - Adobe PDF format only.

Top Tips!

- When you receive your invoice template with your services agreement, if any of the pre-filled details appear to be incorrect or missing, get in touch with your Project Officer as soon as possible (and before you start populating the template).

- Only use the tabs: Cover Sheet, Time Entry, Expenses. All other tabs are for Itad's use only.

- Ensure that the bank account details entered on the Cover Sheet tab are identical to the details that Itad already holds for you. This is an anti-fraud measure. If you have changed bank details, and **before** completing the invoice template, contact your Project Officer with accounts@itad.com in copy to request a vendor amendment form.

- Dynamics operates in hours (rather than days). Record your time in hours and in chunks of 15-minutes.

0 hour	0.00		1 hour	1.00		2 hours	2.00
¼ hour	0.25		1 ¼ hours	1.25		2 ¼ hours	2.25
½ hour	0.50		1 ½ hours	1.50		2 ½ hours	2.50
¾ hour	0.75		1 ¾ hours	1.75		2 ¾ hours	2.75
						etc	

- Ensure that every expense has an associated receipt which is marked with the relevant reference number on the Expenses tab of the invoice.

- For UK VAT registered suppliers, for expenses that have a supporting VAT receipt, enter the value of the expense excluding VAT on the Expenses tab of the invoice.

- Many of Itad's suppliers like to complete the template on a rolling basis as/when they incur time or expenses against their services agreement. Then, at the close of the calendar month, submit to Itad.

- Do not drag text / data from one cell to another.

- Always submit your invoice and supporting documents **directly** to the Itad Accounts Team accounts@itad.com. This is an anti-fraud measure.

- Any questions, queries or feedback please get in touch with accounts@itad.com and/or your Project Officer.

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We provide expert monitoring, evaluation, learning and strategy services to help build a more equitable and sustainable world for all.

itad.com   𝕏 @ItadLtd   in Itad   mail@itad.com

Itad Ltd
International House
Queens Road
Brighton, BN1 3XE
United Kingdom

Tel: +44 (0)1273 765250

Itad Inc
c/o Open Gov Hub
1100 13th St NW, Suite 800
Washington, DC, 20005
United States