

# Suppliers' Guide: Itad's Invoice Template

Guide to completing and submitting Itad's invoice template LUMP SUM

Author: Sarah Owen

Date: January 2025

#### 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.

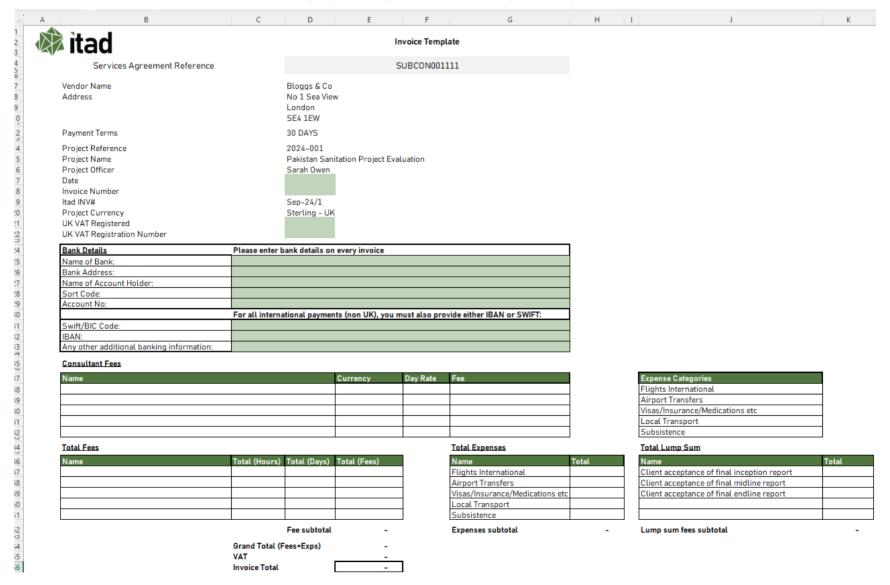
In the future, Itad will be launching an online supplier portal which will dovetail with Microsoft Dynamics and bring further efficiencies to subcontracting, invoicing and many other areas of the Itad-supplier relationship. More detail to follow.

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 lump sum invoicing points and 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.

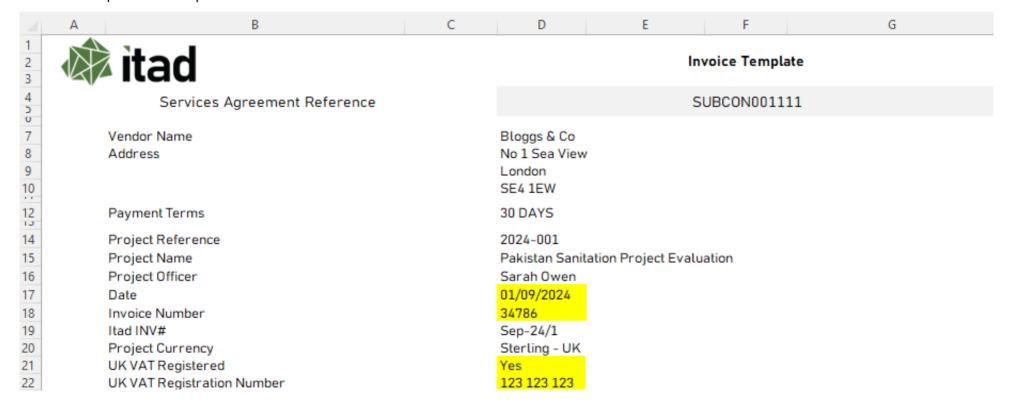


## **Step 1: Date and Invoice Number**

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.



### 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 be able to 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 <u>accounts@itad.com</u> in copy to request a vendor amendment form.

4	Α	В	С	D	E			F		G	i
2 3		itad				In	voice	Templ	late		
5		Services Agreement Reference				S	UBCO	N0011	111		
7 8 9		Vendor Name Address		Bloggs & Co No 1 Sea View London SE4 1EW							
12		Payment Terms		30 DAYS							
14 15 16 17 18 19 20 21 22 23		Project Reference Project Name Project Officer Date Invoice Number Itad INV# Project Currency UK VAT Registered UK VAT Registration Number		2024-001 Pakistan Sanitation Project Evaluation Sarah Owen 01/09/2024 34786 Sep-24/1 Sterling - UK Yes 123 123 123							
24		Bank Details	Please enter b	ank details on	every invo	ice					
25 26		Name of Bank: Bank Address:			,						
27 28		Name of Account Holder: Sort Code:									
29 30		Account No:	For all interna	tional payment	s (non UK)	, you mu	ıst also	provid	de either	IBAN or S	WIFT:
31		Swift/BIC Code:									
32		IBAN:									
33		Any other additional banking information:									

# **Step 3: Lump Sum Entries**

On the Lump Sum Entry tab, per row, enter the following information for each date on which a lump sum item was achieved. 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 lump sum item was achieved eg 1 September 2024 = 01/09/2024.
Lump Sum Item:	From the dropdown list, select the lump sum item which has been achieved. <b>Do not</b> drag down the lump sum item from one row to the next.
Task:	From the dropdown list, select the task the lump sum item was provided against. <b>Do not</b> 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).
Amount:	Enter the value of the lump sum item – as per your services agreement.

A	В	C	D	E
	¥1			
	ìtad			
	Services Agreement Reference		SUBCON001111	
	Project Reference Project Name	2024-001	Project Evaluation	
	Project Officer	Pakistan Sanitation F Sarah Owen	Project Evaluation	
	Project officer	Saranowen		
Date	Lump Sum Item	Task	Description of Services Provided	Amount
!				

# Please see completed example below.

4	Α	В	С	D	E
2	A	Y			
3		ìtad			
5				01/00/1004444	
7		Services Agreement Reference		SUBCON001111	
8		Project Reference Project Name	2024-001 Pakistan Sanitation Pro	oject Evaluation	
10 11		Project Officer	Sarah Owen		
_	Date	Lump Sum Item	Task	Description of Services Provided	Amount
13 3	30/09/2024	Client acceptance of final inception report	Inception	Presentation to client of inception report. Client acceptance of final inception report.	15,000.00
14					
15					
16					
17 18			+		
19					
20					
21					
22					
23					
24					
25					
26					

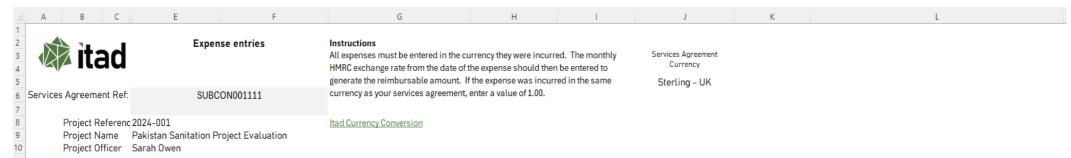
### **Step 4: Expenses**

If expenses are **reimbursed separately** to lump sum fees, open the Expenses tab and, 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. <b>Do not</b> 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. <b>Do not</b> drag down the name of a task from one row to the next.
Expense Task:	From the dropdown list, select the expense task against which the expense was incurred.
Expense Currency:	From the dropdown list, select the currency in which the expense was incurred. <b>Do not</b> 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 ( <b>exactly</b> 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).

	Α	ВС	Е	F	G	Н	1	J	К	L
1 2 3 4 5 6	Expense entries  Services Agreement Ref: SUBCON001111				Instructions All expenses must be entered in the ci HMRC exchange rate from the date of generate the reimbursable amount. I currency as your services agreement,	the expense should ther f the expense was incurr	be entered to	Services Agreement Currency Sterling – UK		
8		Project Referenc			Itad Currency Conversion					
9		Project Name Project Officer	Pakistan Sanitation Pr Sarah Owen	oject Evaluation						
11										
12	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
13										
14										
16										
17										
18				•						

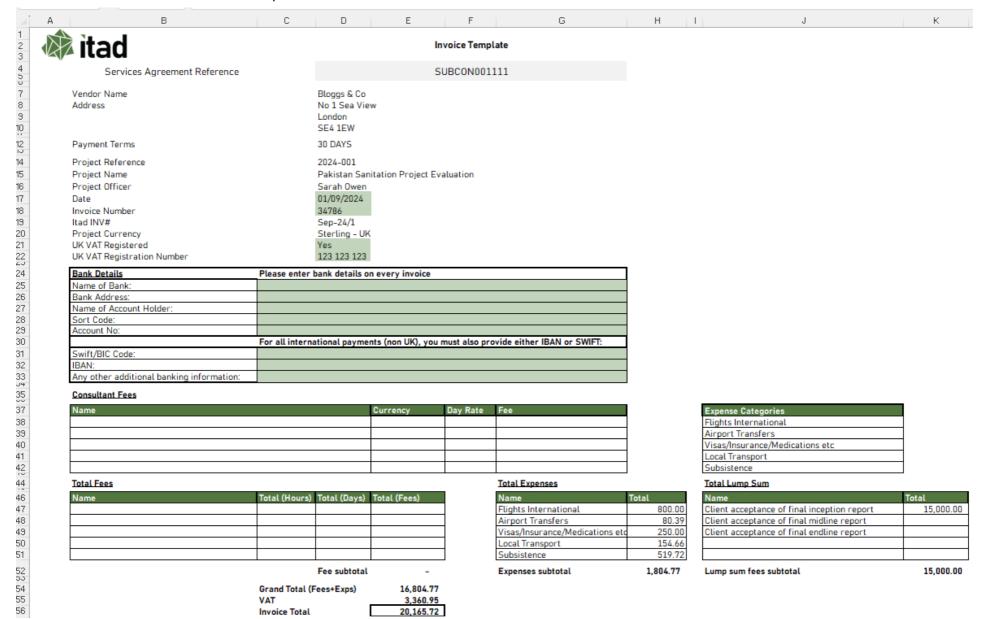
#### Please see completed example below.



11									
Rece No	ipt 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
13	1 20/08/2024	Simon Mitre	Visas/Insurance/Medication	Simon Mitre - Implementation	Sterling - UK	250.00	1.00000	250.00	Pakistan business visa
14	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
15	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
16	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
17	5 09/09/2024	Simon Mitre	Subsistence	Simon Mitre - Implementation	Rupee - Pakistan	4,300.00	363.76310	11.82	Dinner and soft drink, Islamabad
18	6 10/09/2024	Simon Mitre	Subsistence	Simon Mitre - Implementation	Rupee - Pakistan	3,900.00	363.76000	10.72	Dinner and soft drink, Islamabad
19	7 11/09/2024	Simon Mitre	Subsistence	Simon Mitre - Implementation	Rupee - Pakistan	200.00	363.76310	0.55	Bottled water, Islamabad
20	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
21	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
22	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
23	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
24	12 12/09/2024	Simon Mitre	Airport Transfers	Simon Mitre - Implementation	US dollar	23.00	1.30000	17.69	Taxi to airport, Islamabad
25	13 12/09/2024	Simon Mitre	Subsistence	Simon Mitre - Implementation	Rupee - Pakistan	450.00	363.79000	1.24	Coffee at airport, Islamabad
26	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
27	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
28	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
29	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
30									

#### Step 5: Final Review

The data entered on to the Lump Sum Entry tab and Expenses tab will pull through to the Cover Sheet tab. The lump sum 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 auto-calculate. Example below.



## **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 <a href="mailto-accounts@itad.com">accounts@itad.com</a> 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.

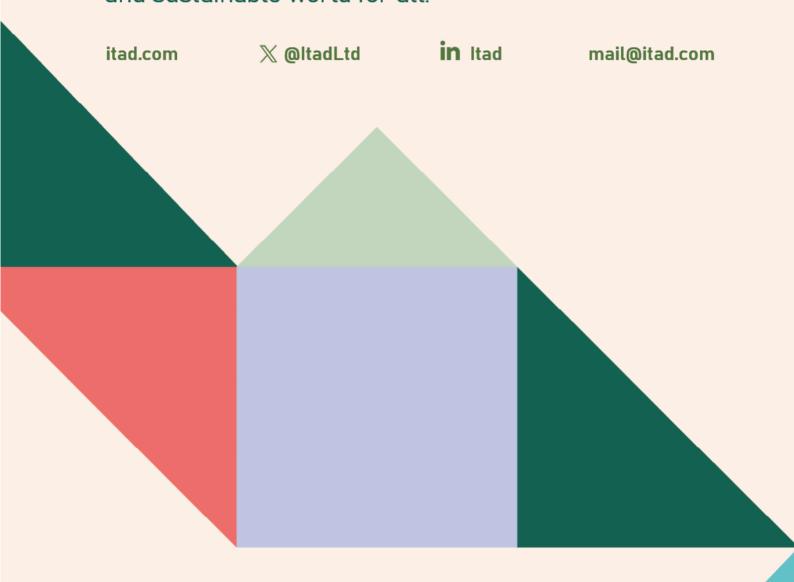
- Fully completed and finalised invoice Excel workbook.
- Adobe PDF of Cover Sheet tab.
- Adobe PDF scans of all expense receipts (if reimbursed separately to lump sum fees). Expenses can only be reimbursed, against receipts which are compliant with the following:
  - Itemised receipts only. It is **not** possible to accept a merchant copy of a credit/debit card receipt, or a copy of a bank/credit card statement.
  - o No alcohol will be reimbursed and must be deducted from receipts where necessary.
  - o 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.
  - o 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.
  - o Claims for personal car mileage, must be supported with a 'snip' from an online route planner eg Google Maps.
  - o 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, Lump Sum Entry, Expenses (if applicable). 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 <u>accounts@itad.com</u> in copy to request a vendor amendment form.
- 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 achieve a lump sum milestone or incur expenses against their services agreement.
- Do not drag text / data from one cell to another.
- Always submit your invoice and supporting documents **directly** to the Itad Accounts Team <u>accounts@itad.com</u>. This is an anti-fraud measure.
- Any questions, queries or feedback please get in touch with <u>accounts@itad.com</u> and/or your Project Officer.



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



#### 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