



Suppliers' Guide: Itad's Invoice Template

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

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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 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.


A	B	C	D	E	F	G	H	I	J	K
1			Invoice Template							
2	Services Agreement Reference		SUBCON001111							
3	Vendor Name		Bloggs & Co							
4	Address		No 1 Sea View							
5			London							
6			SE4 1EW							
7	Payment Terms		30 DAYS							
8	Project Reference		2024-001							
9	Project Name		Pakistan Sanitation Project Evaluation							
10	Project Officer		Sarah Owen							
11	Date									
12	Invoice Number									
13	Itad INV#		Sep-24/1							
14	Project Currency		Sterling - UK							
15	UK VAT Registered									
16	UK VAT Registration Number									
17	Bank Details		Please enter bank details on every invoice							
18	Name of Bank:									
19	Bank Address:									
20	Name of Account Holder:									
21	Sort Code:									
22	Account No:									
23			For all international payments (non UK), you must also provide either IBAN or SWIFT:							
24	Swift/BIC Code:									
25	IBAN:									
26	Any other additional banking information:									
27	Consultant Fees									
28	Name		Currency		Day Rate		Fee			
29										
30										
31										
32										
33										
34										
35										
36	Total Fees		Total (Hours)		Total (Days)		Total (Fees)			
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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						Invoice Template	
2							
3							
4		Services Agreement Reference				SUBCON001111	
5							
6							
7		Vendor Name		Bloggs & Co			
8		Address		No 1 Sea View			
9				London			
10				SE4 1EW			
11							
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 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 accounts@itad.com in copy to request a vendor amendment form.

	A	B	C	D	E	F	G
1			Invoice Template				
2							
3							
4	Services Agreement Reference		SUBCON001111				
5							
6							
7	Vendor Name		Bloggs & Co				
8	Address		No 1 Sea View				
9			London				
10			SE4 1EW				
11							
12	Payment Terms		30 DAYS				
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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				
23							
24	Bank Details		Please enter bank details on every invoice				
25	Name of Bank:						
26	Bank Address:						
27	Name of Account Holder:						
28	Sort Code:						
29	Account No:						
30			For all international payments (non UK), you must also provide either IBAN or SWIFT:				
31	Swift/BIC Code:						
32	IBAN:						
33	Any other additional banking information:						
34							

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. Do not 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. 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).
Amount:	Enter the value of the lump sum item – as per your services agreement.

	A	B	C	D	E
1	 <p>Services Agreement Reference: SUBCON001111</p> <p>Project Reference: 2024-001</p> <p>Project Name: Pakistan Sanitation Project Evaluation</p> <p>Project Officer: Sarah Owen</p>				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12	Date	Lump Sum Item	Task	Description of Services Provided	Amount
13					
14					
15					
16					
17					
18					
19					
20					
21					
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Please see completed example below.


	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7		Services Agreement Reference		SUBCON001111	
8		Project Reference	2024-001		
9		Project Name	Pakistan Sanitation Project Evaluation		
10		Project Officer	Sarah Owen		
11					
12	Date	Lump Sum Item	Task	Description of Services Provided	Amount
13	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					
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Please see completed example below.

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 Kils, 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 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.

A	B	C	D	E	F	G	H	I	J	K
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26	Any other additional banking information:									
27	Consultant Fees									
28	Name		Currency		Day Rate		Fee			
29										
30										
31										
32										
33	Total Fees									
34	Name		Total (Hours)		Total (Days)		Total (Fees)			
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Expense Categories	
Flights International	
Airport Transfers	
Visas/Insurance/Medications etc	
Local Transport	
Subsistence	

Total Expenses	
Name	Total
Flights International	800.00
Airport Transfers	80.39
Visas/Insurance/Medications etc	250.00
Local Transport	154.66
Subsistence	519.72
Expenses subtotal	1,804.77

Total Lump Sum	
Name	Total
Client acceptance of final inception report	15,000.00
Client acceptance of final midline report	
Client acceptance of final endline report	
Lump sum fees subtotal	15,000.00

Fee subtotal		-
Grand Total (Fees+Exps)		16,804.77
VAT		3,360.95
Invoice Total		20,165.72

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 (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.
 - 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, 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 accounts@itad.com 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 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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