

Our Ref: 10/2022  
JANUARY 2022

**Re: Your request made under the Freedom of Information Act 2000**

1. What is your current invoice process

**NHS SBS Oracle System**

2. What system do you use for managing/processing invoices

**NHS SBS Oracle System**

3. How many invoices were processed in FY21?

**87,723**

4. What sourcing/purchasing/cataloguing solutions are you using?

**GHX Nexux**

5. In what format do you currently receive invoices?

**Paper, PDF, Electronic**

6. How many EDI invoices were processed in FY21

**13,058**

7. Do Accounts Payable check every invoice received

**Yes outsourced to NHS SBS**

8. Does the force currently have a PO system or non PO system?

**Both**

9. What is the split between PO and non PO invoices?

**90% PO**

10. Do you have an invoice matching process? If so, is this done manually?

**NHS SBS 3 way match**

11. How are you currently reporting on invoice spend?

**Via the SBS System**

12. Are you claiming back VAT on invoices?

**Yes**

13. How many FTE's do you have in your AP team

**2.5**

14. What did the force pay in late payment fees in 2021

**Minimal**

15. What % of invoices are paid on time?

**97%**

16. What is your current expense management process?

**Electronic**

17. How many expenses do you process a year?

**9,984**

18. How long are approval waiting times for bookings & expenses?

**Assuming claims are authorised by line managers on time , payment is one month in arrears**

19. What ERP do you use?

**Allocate Software**