

## INVOICING POLICY

This policy sets out Innovate Awarding's approach to invoicing for our centres, suppliers and contractors.

Innovate Awarding publishes a breakdown of fees for its qualifications and end-point assessments, together with any other chargeable service, relating to its awarding activities in a way that is in sufficient detail to show transparency and allows the purchaser of qualifications to understand the costs incurred in a timely manner – downloadable from our website, [www.innovateawarding.org](http://www.innovateawarding.org)

### **We commit to the following:**

- Invoices are issued in a timely manner
- Invoices have sufficient clarity to enable centres to identify any costs invoiced
- The requirements of the policy is effectively communicated to managers and other appropriate individuals
- The policy is monitored and evaluated as part of the Innovate Awarding annual quality review, and
- Information is provided to purchasers of qualifications, or other awarding services, with information in sufficient detail regarding Innovate Awarding's fee structure – which is available on our website, [www.innovateawarding.org](http://www.innovateawarding.org)

### **Procedure**

Invoices are generated monthly and comply with UK HM Revenue and Customs (HMRC) guidance. All invoices clearly state that this is what they are with the word 'invoice'.

### **All invoices are consolidated into one and include the following:**

- A unique identification number (which may or may not be the ULN)
- Innovate Awarding name, address and contact information and company registration number
- the name and address of the customer being invoiced
- A clear description of what is being charged – e.g., full qualification name and number
- The date of the Learner registration(s) or the date at which the goods/services were provided
- Batch or cohort number/description – if provided to us at the point of registration
- The date of the invoice (tax point date)
- The amount(s) being charged, including the total charge
- VAT amount if applicable
- The bank details of where the remittance is to be made
- Purchase order number (if required by the customer)
- Payment terms

## Payment terms

All invoices are due for payment within 30 days, please note the following:

- All outstanding fees will be pursued to the legal conclusion and any fees incurred will be passed on to the customer, and
- If the non-payment of the invoice relates to registration on a qualification, we reserve the right to not process this registration.
- If the non-payment of the invoice relates to gateway on an end-point assessment, we reserve the right to stop future registrations

Statements will be produced on a monthly basis for any balances outstanding. Duplicate invoices or statements will be provided on request, free of charge.