

Small Suppliers Scheme – FAQ's

1. Why should I join the scheme?

Suppliers who join the scheme will be paid within 20 days from receipt of an invoice, instead of the usual 30 days.

2. Why do you need my bank details?

BACS payments can be made on a daily basis, enabling us to meet the 20 day payment criteria. It is more secure than paying by cheque, as cheques can be lost in the post and it also saves you time as you do not need to pay in the cheque at your bank.

3. Why should I have my remittances sent by email?

It is more efficient and cost effective to send remittance advices by e-mail. It is beneficial to you because you receive the information quicker, enabling you to reconcile your accounts more promptly. It also eliminates the possibility of information being lost in the post, which would result in additional time and cost being incurred by you in having to ring to obtain the relevant information.

4. When will the scheme start from?

The scheme will start on Monday 8th December 2008.

5. How long will it take to assess my application?

Applications will be assessed and a response provided within three working days.

6. What sort of things will you check when assessing my application?

We will check that you have supplied you company name, address and telephone number, bank sort code, account number and e-mail address, that you have indicated that you employ less than 50 staff and that your annual turnover is less than £10 million. We will also check that you have indicated whether you will be e-mailing your invoices to us, whether you are Purchasing card enabled and which services within the council you supply.

7. What do I need to do to be eligible for the scheme?

You need to complete the application form, confirming that you employ less than 50 employees and have an annual turnover of less than £10 million. You must agree to submit invoices clearly indicating that they are within the Small Supplier Scheme, and the invoices must quote either an official Leeds City Council order number or the contact name and number of the person requesting the supply.

You must agree to have your payment made by BACS and your remittance advices e-mailed.

8. How can I contact you if I have a question?

You can contact us as follows -

Telephone: 0113 39 50366,

E-mail: smallsupplierscheme@leeds.gov.uk

By letter: Small Supplier Scheme,
Business Support Centre,
Leeds City Council,
Belgrave House,
Belgrave Street,
Leeds,
LS2 8WQ