

Dear Sir/Madam,

Delays to Invoice Payments During System Upgrade Process

The DBS Finance Payments System is scheduled to be upgraded. This communication is to inform Suppliers as to the impact these changes will have to the payment of their invoices. **All payment systems will close on Monday 18th January 2016 and will not be available until Monday 25th January 2016.** During this period no payments will be made by DBS Finance for any invoices received and held within the system.

Suppliers should continue to send in correctly presented invoices during the system upgrade process, and they will be processed in order when the systems become available. Following the successful completion of the upgrade the usual payments timetable will resume.

For information on this communication please contact the DBS Finance Enquiry Centre by e-mail: [DBS CS-EC Finance Team](#) or telephone: 0151 242 2000.