



NHS England
NHS Shared Business Services

Name and address

Phoenix House
Topcliffe Lane
Tingley
Wakefield WF3 1WE
Tel: (0113) 307 1500
Fax: (0113) 307 1666
www.sbs.nhs.uk

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Dear

IMPORTANT CHANGES TO INVOICING AND PAYMENT ARRANGEMENTS FOR NHS ENGLAND

As part of NHS England's internal change programme, we have established **integrated regional teams**, a single tier, to deliver commissioning responsibilities at a local level across England.

We are advising you of these changes as you will need to update your systems accordingly to reflect these new regional structures which come into place on April 1, 2015. It should be noted that this does not impact any of your current invoicing arrangements with Clinical Commissioning Groups (CCGs) or Clinical Support Units (CSUs).

Ensuring you get paid - where to send your invoices

All invoices for NHS England must continue to be sent to our shared services centre in Tingley. NHS England Standard Financial Instructions requires you to also quote a valid **Purchase Order** number to ensure that your invoice is processed as efficiently as possible. The first line of the invoice address should also include the region, the local geography within that region and organisation code as per Appendix 1.

A detailed list of the existing Area Teams mapped into the new regional organisation codes, and also Specialised Commissioning Hub details, is shown in Appendix 1.

As stated please ensure that the address field of all invoices contain the following information:

NHS England name of *region (name of geography within that region) or Specialised Commissioning Hub name and appropriate Org Code*

X24 Payables K005

Phoenix House

Topcliffe Lane

Tingley

Wakefield

WF3 1WE

Due to these changes there will be a change relating to the **Whole of Government Accounts Agreement of Balances process**. It is vital that the new Organisation codes are included on the first line of the address of all invoices sent to NHS England. Please also note that the agreement of balances will continue to be needed at NHS England, the region and geography within that region or the Specialised Commissioning Hub. We appreciate that this creates a level of complexity and one way of achieving this would be for you to create additional sites or customer records for all the regions and specialist hubs that your organisation deals with, to aid in simplifying agreements between both organisations.

Next steps

Please pass a copy of this letter to appropriate colleagues in your organisation for reference and request that the new address and coding details are used with effect from 1 April 2015. Invoices and other documentation not correctly completed or sent to the wrong address, or where bank details are not held, may well result in delays to payments being made.

What does this mean for you?

NHS SBS aims to make the changes from 1 April as smooth as possible to ensure that your invoices are processed and paid on time. In Appendix 2 we have gathered together some essential information to ensure a seamless introduction to our service. Also attached is an example of our best practice invoicing template – an accompanying guide is available on our website at: <http://www.sbs.nhs.uk>.

We look forward to continuing working with you under the new supplier arrangements for NHS England. Our processes are designed to improve the efficiency of invoice management significantly and I hope that you will quickly see the benefit of working with us.

Yours sincerely

Peter Etchells

Attachements :

Appendix 1 – Existing Structure Mapped to New Structure

Region (remains the same)	Old Org Code	Old Area Team Name	New Regional (Geography)	New Regional (Geography) Org Code
North of England Y54	Q44	Cheshire, Warrington and Wirral	Cheshire and Merseyside	Q75
	Q48	Merseyside	Cheshire and Merseyside	
	Q45	Durham, Darlington and Tees	Cumbria and North East	Q74
	Q49	Cumbria, Northumberland, Tyne and Wear	Cumbria and North East	Q73
	Q46	Greater Manchester	Lancashire and Greater Manchester	
	Q47	Lancashire	Lancashire and Greater Manchester	Q72
	Q50	North Yorkshire and Humber	Yorkshire and Humber	
	Q51	South Yorkshire and Bassetlaw	Yorkshire and Humber	
Q52	West Yorkshire	Yorkshire and Humber		
Midlands and East Y55	Q58	Hertfordshire and the South Midlands	Central Midlands	Q78
	Q59	Leicestershire and Lincolnshire	Central Midlands	
	Q56	East Anglia	East	Q79
	Q57	Essex	East	
	Q55	Derbyshire and Nottinghamshire	North Midlands	Q76
	Q60	Shropshire and Staffordshire	North Midlands	
	Q53	Arden, Herefordshire and Worcestershire	West Midlands	Q77
Q54	Birmingham and the Black Country	West Midlands		
London Y56	Q61	North East London	London	Q71
	Q62	North West London	London	
	Q63	South London	London	
South Y57	Q64	Bath, Gloucestershire, Swindon and Wiltshire	South Central	Q82
	Q69	Thames Valley	South Central	
	Q67	Kent and Medway	South East	Q81
	Q68	Surrey and Sussex	South East	
	Q65	Bristol, North Somerset, Somerset and South Gloucestershire	South West	Q80
	Q66	Devon, Cornwall and Isles of Scilly	South West	
	Q70	Wessex	Wessex	

Specialised Commissioning Hubs

Region	Old Specialised Commissioning Hub	Old Specialised Commissioning Hub Org Code	New Specialised Commissioning Hub	New Specialised Commissioning Hub Org Code
North of England	Cheshire and Merseyside	12G	North West Commissioning Hub	13Y
North of England	Cumbria and the North East	12M	North East Commissioning Hub	13X
North of England	Yorkshire and the Humber	12P	Yorkshire and Humber Commissioning Hub	13V
Midlands and East	West Midlands	12T	West Midlands Commissioning Hub	14C
Midlands and East	East Midlands	12W	Central Midlands Commissioning Hub	14D
Midlands and East	Central Midlands	13A	East Commissioning Hub	14E
London	No Change	13R	London Commissioning Hub	13R
South of England	South West	13H	South West Commissioning Hub	14F
South of England	South East	13L	South East Commissioning Hub	14G
South of England	Wessex	13N	Wessex Commissioning Hub	13N