



NOTES FOR USERS OF AG200

Supplier to complete the front page of the form and sign on the reverse

Ideally all fields should be typed if not they should be printed in block capitals using black ink one character per box

Field 1 - Supplier Title

Mandatory Field. The title of the Company **must** be the same as on the contract.

Field 2 - Address

Mandatory Field. Please complete with the address quoted on the contract.

Field 3 - Supplier Code

Mandatory Field. Correct Supplier code **must** be quoted.

Field 4 - Contract Number

Mandatory Field. Contract number **must** be exactly as quoted on the contract (max 14 characters)

Field 5 - Supplier Reference

Mandatory Field. This reference **must** be meaningful and unique to each invoice so it can be used to locate and resolve queries (max 10 characters. **Not adhering to this requirement may lead to a delay in payment.**

Field 6 – Project Title

The title attributed to the project should be quoted here

Field 7 – Project Location

The location of the project should be quoted here

Field 8 - Date of invoice

This field is for supplier use only and should quote the date the invoice was raised.

Field 9 - Currency

Mandatory Field. Please quote the currency to be used for payment i.e GBP/USD etc.

Field 10 – Milestone/Actual Costs completed this period

Please insert the value of the milestone(s) claimed on the invoice for this period.

Field 11 – Milestone/Actual costs completed previously

Please insert the value of the milestone(s) claimed prior to this invoice.

Field 12 – Total Value of Milestones/Actual Costs completed

Please insert the value of all milestones claimed against the contract.

Field 13 – Less Previously Paid (EX VAT)

Please insert the value of the milestone(s) previously paid excluding VAT.

Field 14 – Amount Now Due (1)

Please insert the value of the milestone(s) now claimed and due for payment.

Field 15 – Change Order Forms agreed and completed this period

Please insert the value of any Change Orders agreed and completed this period.

Field 16 – Change Order Number

Please insert the Change Order numbers completed and agreed this period.

Field 17 – Change Order Forms agreed and previously claimed

Please insert the value of the Change Order Forms previously claimed against the contract.

Field 18 – Change Order Number

Please insert the Change Order Numbers previously claimed against the contract.

Field 19 – Total Value of Change Orders Agreed and Completed

Please insert the value of all current and previously claimed Change Orders.

Field 20 – Less Previously Paid

Please insert the value of the Change Order Forms previously paid against the contract.

Field 21 – Amount Now Due

Please insert the value of Change Orders now due against the contract.

Field 22 – VAT Registration Number

Please insert your valid VAT Registration Number.

Field 23 – Total Excluding VAT (14) + (21)

Please insert the total of fields 14 + 21 to be claimed on this invoice.

Field 24 – VAT %

Please insert the VAT rate applicable for the claim.

Field 25 – Total

Please insert the total value of VAT claimed.

Field 26 – Grand Total

The total amount of the invoice including VAT.

Reverse of AG200

Section 1 to be completed by The Prime Supplier

*All fields are **mandatory**, an original signature must be completed and the name printed alongside in Block Capitals. Please also include the full Supplier Title and full contact telephone number. The Date of Signature field should be completed in the following format **DDMMYYYY**.*

Section 2 to be completed by the Defence Infrastructure Organisation Officer

In accordance with previous versions of the AG 200 there is the facility to split the invoice between 2 separate RAC codes and insert the data in fields 27 (A – I) and 28 (A – I).

Field 27/28 A - RAC

Please enter a valid Resource Account Code.

Field 27/28 B - SAC

Please enter a valid Secondary Analysis Code if required.

Field 27/28 C - VAT Code

Please enter the VAT code applicable for the contract.

Field 27/28 D – LPC

Please enter a valid Local Project Code if required.

Field 27/28 E – UIN

*This is a **mandatory** field and **must** be completed with a valid Unit Identity Number .*

Field 27/28 F - Budget Holders Ref Number

*This is a **mandatory** field and **must** be completed with a meaningful, unique reference number.*

Field 27/28 G – Value

The value excluding VAT to be charged against the RAC quoted.

Field 27/28 H – VAT

The value of VAT to be charged against the RAC quoted.

Field 27/28 I – Total

The total value to be charged including VAT against the RAC quoted.

Field 29 – Grand Total

The overall total value of the invoice claimed this period.

Please complete the authorisation of payment field in words as directed.

If a BX131 form is attached for breakdown purposes please tick box

Certification Box

*All fields are **mandatory**, the date of invoice field **must** be completed with the date the AG200 form was received and milestone completion authorised in the format **DDMMYYYY**.*

*The Certifying Officer must sign with an original signature and print their name, complete the Official stamp field, enter the Branch email address, contact telephone number and date of certification in the format **DDMMYYYY**, in the fields provided.*

