



## A message to our suppliers From Amnesty International UK

Amnesty International UK (AIUK) aims to pay all suppliers within **30 days** of their invoice date. This guidance should be followed in full to ensure that we can do this:

- Invoices should be e-mailed to your contact at AIUK in PDF format, copying in [accountspayable@amnesty.org.uk](mailto:accountspayable@amnesty.org.uk). If invoices are sent only by post there may be delays in us receiving and therefore paying them.
- Invoices should: include the word *invoice*; include an *invoice number*; be *dated*; include a *description of goods or services*; and be properly addressed to Amnesty International United Kingdom Section, Amnesty International UK Section Charitable Trust, or Amnesty International UK.
- The invoice should include your bank details.
- If you are VAT registered the invoice should show your VAT number.
- There is no purchase order system at AIUK, but we rely on a **Cost Centre Code** and **Project Code** to enable us to allocate the invoice for payment authorisation. These codes will be provided by your AIUK contact when ordering goods or services, and should be included on the invoice to enable prompt payment.
- New suppliers should fill out a creditor form which will be provided by your AIUK contact.
- All suppliers should ensure there is an up to date and signed contract in place with AIUK which describes the terms of this supply.

If your invoice terms are less than 30 days then AIUK cannot guarantee meeting these.

If you are unsure of anything in this guidance, please ask your AIUK contact for further information.

**Amnesty International United Kingdom Section**, a company limited by guarantee, registered in England and Wales (01735872)

**Amnesty International UK Section Charitable Trust**, a charity registered in England and Wales (1051681) and Scotland (SC039534), and a company limited by guarantee, registered in England and Wales (03139939)

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