

Raising a Sales Order/Invoice

For Commercial activity a Sales order Request form is required. All fields **must be** completed, or the form will be returned

Sales Invoice Request				Edinburgh Napier UNIVERSITY			
Please note ONLY Sales Ledger are authorised to issue Sales Invoices If you have any queries please contact Sales Ledger on extensions 6120 / 6197 / 6035 / 6036 Please complete ALL LIGHT BLUE SECTIONS in MS EXCEL and return to Sales Ledger at Sighthill by E-Mail or by post						Finance → Invoice Date Use → Cust Code Only → INV Number	
Requested by:				Request Date			
School/Service:				Order Number			
Company Name:				Contact Name:			
For the attention of:				Telephone No:			
Address Line 1:				Fax No:			
Address Line 2:				E-Mail Address:			
Address Line 3:				Payment Terms		30 days from date of the invoice	
Address Line 4:				Any additional Information			
Post Code:				State Currency if not £ Sterling			
Invoice Header Comment →							
Folder Number	Product Code	Invoice Line Item Description	No. of Items	Unit Price	Net Total	Vat Code	Gross Amount
	Select Product Code					Standard	
						Standard	
						Standard	
						Standard	
						Standard	
						Standard	
						Standard	
						Standard	
Invoice Total						£ GBP	
Authorised by:				Date:		/ /	
First Signatory							
Authorised by:				Date:		/ /	
Second Signatory							
V1.1 29/07/2015							

The form should be completed with the following information and authorised by Budget holder or those with Delegated authority.

Please note:

Invoices for any activity carried out by the University should be raised in a timely manner i.e. within timeframes agreed with your customer or within 21 days of the service being provided.

If an invoice is required before a company's financial year end such as 31 March we will require 14 days' notice of this as March is an exceptionally busy month and we cannot guarantee late requests will be actioned.

Please contact Sales Ledger if you require any assistance by emailing sales.ledger@napier.ac.uk

Below you will find an explanation of the fields on the form.

Field Name	Description
Requested By	Name of person completing the request
School or Service	Name of school or service
Request Date	Date request raised
Order Number	PO Number, required by companies in a vast majority of cases

Company Name	Company invoice being raised for
Address lines	Billing address on purchase order, or provided by the customer
Contact Name	Your contact within the company
Telephone No	Contacts telephone number
Fax No	If you have it
Email Address	Either your contacts or the company's accounts payable office
Payment Terms	These are the University's payment terms. We do not agree to other organisations terms, they are bound by ours.
Any additional information	Is invoice to be scanned and emailed to the customer, or any other pertinent information for Finance?
State Currency	Must be completed if you require the invoice raised in any currency that is not GBP (Sterling)
Invoice Header Comment	The title of the invoice EG: Testing of Lab Equipment
Folder Number	Your project or department number usually prefixed with D or E.
Product Code	Choose from the drop down the description most closely matching the purpose of the invoice.
Invoice Line Description	A full and accurate description of services provided, including dates and number of delegates if applicable. If description is too vague the sales order will be returned. If supplemental information is required to be sent with the invoice please send this with the invoice request so this can be attached to the invoice when produced.
No. of items	Should be completed with either 1 (single item) or multiple
Unit Price	Cost price (IE: VAT excluded) per unit
Net Total	Automatically calculated
VAT Code	Select the correct code. Your management account will be able to advise on any VAT questions you may have.
Gross Amount	Automatically calculated
Authorised by**	First Signatory – is you the requisitioner Second Signatory – the budget holder or person with delegated authority

**Where it is not possible to provide a physical signature we will accept an E-Authorisation – IE an email from both the requisitioner and the budget holder advising they approve the attached invoice request.

All invoice requests should be emailed to sales.ledger@napier.ac.uk **before 4pm on Wednesday** of any working week and we will endeavour to process the invoice for mailing on the Thursday.