

## West Mercia Central Contract Invoices

### Overview

West Mercia requires schools to agree the number of units used, prior to invoices being raised. This is done through each school confirming and reviewing the metre readings in the West Mercia portal. This is an important step in the West Mercia process as this ensures that the correct amount of energy is being invoiced. Any discrepancies can be queried at this stage to ensure that invoices are then calculated correctly.

From October 2023 a central contract with West Mercia is in place. This checking part of the process described above will not change. Schools will continue to pre-approve the invoice by checking that the number of units supplied is correct.

The next step of the invoice approval process will be undertaken centrally by the Business/Operations team. The Business/Operations team will look at the West Mercia portal and confirm that the single invoice for all schools agrees to the number of units that schools have agreed have been used. They will also check that the contract rate is correct. Once this is agreed the invoice will be paid.

Although the Business/Operations team will approve the invoice for all schools, the charge will be booked to the individual school's budget.

### West Mercia Invoices

Step	School	West Mercia (Supplier)	Business and Operations (Central)	Finance (Central)
1	Using the West Mercia portal, review the metre reading. If needed update the reading and query with supplier.			
2	Agree the West Mercia metre readings. This is approving the quantities used.			
3		West Mercia will consolidate all of the schools agreed data and issue a consolidated invoice that covers all schools.		
4				Match the consolidated invoice to consolidated purchase order (this is also called a commitment). The system sends the invoice to the central business and operations team.

# Finance Handbook

Last Reviewed: 23 November 2023

Step	School	West Mercia (Supplier)	Business and Operations (Central)	Finance (Central)
5			A member of the business and operations team reviews the invoice to ensure it agrees with the checks schools have made.	
6			Business/Ops team approve the invoice if it agrees to the schools data . If it does not it will be queried with supplier.	
7				The invoice is paid within the payment terms.
8				A remittance advice is sent to the supplier.