

STANDARD OPERATING PROCEDURE (SOP)

Title: Invoice Payments

Reference: Invoice Payments/V3/2025

Applies to: All GWAS Subcontractors

Linked Policy: GWAS050 Subcontractor Invoicing & Payment Policy

Effective Date: 5th May 2025

Review Date: 10th May 2027

1. Purpose

To provide a clear and consistent process for the submission and payment of subcontractor invoices to GWAS Ambulance under the new 30-day terms.

2. Scope

Applies to all subcontractors and suppliers who provide clinical or operational services on behalf of GWAS Ambulance.

3. Invoice Submission Process

- Invoices must be submitted within 7 days of completing your shift or project.
- Send invoices to: accounts@gwasambulance.co.uk
- Include:
 - Full name and business name (if applicable)
 - Address and contact number
 - Invoice Date
 - Unique Invoice Number
 - Dates and locations of shifts
 - Bank details for BACS payment
 - GWAS job reference (if available)

4. Payment Terms

- Invoices are paid within 30 days of receipt, in line with corporate norms and cash flow management principles.
- GWAS operates a weekly payment run, and invoices due within the 30-day window will be included.

- Delayed invoices (e.g., missing details) will reset the 30-day clock upon resubmission.

5. Support for Regular Subcontractors

If you work regularly with us and expect difficulty during the transition to 30-day payments, contact Jayne Darling-Parkes. Temporary arrangements may be made.

6. Contacts

- Finance Queries: accounts@gwasambulance.co.uk
- Personal Support: jayne@gwasambulance.group

Approved By:

Gary Darling-Parkes – Managing Director

Jayne Darling-Parkes – Senior Accounts Manager

Date: 05/May/2025