

NHS East Leicestershire & Rutland CCG
NHS Leicester City CCG
NHS West Leicestershire CCG
Room G30, Pen Lloyd Building
County Hall, Glenfield
Leicester
LE3 8TB

To Whom it may concern

20th June 2022

Dear Supplier,

Important changes for all suppliers trading with NHS East Leicestershire and Rutland CCG, NHS Leicester City CCG and NHS West Leicestershire CCG

I am writing to make you aware that, in line with the Health and Care Act 2022, with effect from 1st July 2022 the following Clinical Commissioning Groups (CCGs) will cease to exist and, in their place, will be a newly formed Integrated Care Board (ICB).

Current Organisations:

NHS East Leicestershire and Rutland (03W)

NHS Leicester City (04C)

NHS West Leicestershire (04V)

New Organisation:

NHS Leicester, Leicestershire, and Rutland ICB (QK1)

The Financial Services hosted by NHS Shared Business Services (NHS SBS) will remain in place for the new organisation. As you are a supplier to one or multiple of the existing CCG's, you will need to take on board a number of important changes in the way in which your invoices will be authorised and processed for payment. This involves a change of invoicing address and other essential requirements needed to help us to process your invoice promptly. Invoices raised to any of the 3 CCGs that remain outstanding at 30th June will be transferred to a new ledger for the ICB.

Payables - what does this mean for you?

NHS SBS aims to make this transfer as smooth as possible, both for you as a supplier and for NHS Leicester, Leicestershire, and Rutland ICB. NHS SBS have a quick, free and easy way to submit your invoices and credit notes electronically using Tradeshift. Paperless invoicing via Tradeshift is the ICB's and NHS SBS's preferred method of billing as it delivers a number of significant benefits to you as a supplier, including quicker receipt of pre-validated invoices and thus ability to pay quicker, whilst supporting our net zero carbon emission ambitions.

If you are a supplier already using Tradeshift to invoice the legacy CCGs, you will receive a connection request to NHS Leicester, Leicestershire, and Rutland ICB from 1 July 2022. To enable you to send invoices to NHS Leicester, Leicestershire, and Rutland ICB you must accept the request as this will establish the new connection. If you are not currently using Tradeshift, we recommend you move to adopting electronic invoicing. For full details on how to implement sending invoices via Tradeshift please see the appendix to this letter.

Chief Executive: Andy Williams

Room G30, Pen Lloyd Building, County Hall, Glenfield, Leicester, LE3 8TB

Tel: 0116 295 7572 / 0116 295 3405

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Tradeshift connections to NHS East Leicestershire and Rutland, NHS Leicester City, NHS West Leicestershire will be disconnected from COP 24th June 2022. We would advise suppliers to either raise any outstanding invoices to the CCGs ahead of this date or send them to the ICB from 1st July 2022.

In the limited circumstances where electronic invoicing is not possible, please send invoices and credit notes to the following address from 1st July 2022:

NHS LEICESTER, LEICESTERSHIRE & RUTLAND ICB
QK1 PAYABLES N235
PHOENIX HOUSE,
TOPCLIFFE LANE,
WAKEFIELD, WEST YORKSHIRE
WF3 1WE

If you fail to use this new billing address and continue to use the CCG references in the payables address, your invoice will be rejected 6 months after 1st July 2022 and will need to be re-issued in order to be paid.

There will be no changes to processes where suppliers/individuals are paid through direct regular payments except the payee's name (Leicester Leicestershire & Rutland ICB) on the bank statement.

We would also like to ask for your support in reducing the number of individual invoices submitted to the ICB, where you have previously been invoicing per CCG can we now ask that you consolidate charges as much as practical.

Need more help?

If you have any questions about the cessation of the CCG's or questions on the new supplier arrangements for processing and payment, please don't hesitate to get in touch with us using the contact details below:

Helpdesk - mlcsu.leicsfinancehelpdesk@nhs.net

Would you please pass this letter to the appropriate people in your organisation and ask them to use the new address and contact details with effect from 1st July 2022.

We look forward to working with you under the new supplier arrangements for NHS Leicester, Leicestershire, and Rutland ICB.

Yours faithfully

Nicci Briggs
Executive Director of Finance

Chief Executive: Andy Williams
Room G30, Pen Lloyd Building, County Hall, Glenfield, Leicester, LE3 8TB
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Appendix

Electronic Invoicing

In partnership with Tradeshift, NHS SBS has developed an electronic invoicing solution which provides many benefits for suppliers including:

- No cost, send invoices and credit notes for free
- Receive status updates on invoice progress providing visibility of your invoice the minute you send!
- Reduce likelihood of lost invoices
- Reduce likelihood of rejected or returned invoices due to missing data
- Promote a positive green agenda
- Save money by eliminating cost due to postage, envelopes, printing, and paper if you currently use hard-copy invoices

Tradeshift is a cloud-based business-to-business platform, who have worked closely with us to meet our requirements as a shared business service to allow you to submit invoices quickly and easily. NHS SBS would like to invite you to start sending invoices electronically to NHS SBS clients via Tradeshift so that you can experience the many benefits for yourself.

To register for Tradeshift please visit <https://nhssbs.support.tradeshift.com/> and view the section called 'Getting Started with Tradeshift'.

Once registered you can easily find and select all the NHS SBS clients you have previously invoiced by paper and request a connection to enable you to send invoices and credit notes electronically.

Tradeshift and NHS SBS look forward to hearing from you.

Essential requirements

To ensure that invoices are processed without delay it is essential that the organisation is provided with the following information:

- NHS Purchase Order Number - requests for goods and services should be accompanied by a Purchase Order number. If you have received a Purchase Order number, you must ensure you quote it on your invoice in the PO field on the invoice.
- If you do not have a Purchase Order number, please provide us with:

The Organisation contact name and Department; this is the person who requested and received the goods or services. If requested by the organisation, this should be in the following format: XXJBLOGGS (where the contact's name is J Bloggs). This name should be placed in the PO number field on the invoice so that our scanning software will pick it up.

This information is vital for invoice authorisation; without it payment will be delayed.

Would you please pass this letter to the appropriate people in your organisation and ask them to use the new address and contact details with effect from 1st July 2022?

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