



## **Guidance to OV Practices in Scotland submitting invoices to APHA**

### ***Key Points:***

APHA operates a “No Contract-No Purchase Order-No Payment” policy which means that all work must be undertaken within the provisions of the Terms of Business published, and have a Purchase Order before payment will be made.

At the start of each financial year or before work is undertaken for new practices, APHA will issue OV Practices with a Purchase Order for the work to be undertaken that year.

Each invoice must include:

- Practice Name
- VAT Registration Number
- Invoice Number
- Purchase Order Number

### ***Invoicing Frequency***

Unless an alternative is agreed in advance by APHA invoices should be submitted monthly covering all work completed (including the submission of results/reports) during the preceding calendar month. Invoices should be submitted by the 28<sup>th</sup> day of the following month.

In line with Scottish and UK Government Policy, APHA will make payment to the OV practice within 10 working days of receiving the invoice providing it is properly presented and undisputed.

### ***Invoice Detail***

A valid invoice includes the information above and sufficient detail to describe the services/work delivered. For OV work this includes:

- Date of Visit
- Task Reference - this is either the WSA-ID for TB work, or the reference number issued by the Local APHA Office when other work is authorised e.g. BS7, Anthrax.
- CPH Number or Farm Name – This provides a double check against the Task Reference in case of query
- Visit fee where appropriate
- Detail of task, and appropriate fee (headage or hourly as appropriate), including number of animals.
- Detail of mileage being charged only where the round trip is greater than 55 miles
- Where appropriate, justification for any exceptional items

Please note that for other work (non TB Tests etc.) Practices will need to call their Local APHA Office, as they do currently, and request an approval number. All completed reports for non TB Tests still need to be sent to Local APHA Offices for system input and review.

### **Example of Invoice**

Practice Name

VAT Number

Date

Purchase Order Number

1 April	Visit CPH		£60
	Anthrax Enquiry (Ref No)	1 animal	£15
2 April	Visit CPH		£60
	TB Test TT1 WSA-ID	10 animals	
	Additional Mileage	8 miles	£ 3.60
5 April	Visit CPH		£60
	TB Test TT2 WSA-ID	10 animals	£26
	Additional Mileage	8 miles	£3.60
5 April	Visit CPH		£60
	BS7 Enquiry (ref)	1 animal	20
	Additional Mileage	8 miles	£3.60
	This visit is at the same CPH as TB test earlier in day, but instruction wasn't received until after vet returned from conducting test.		

### **Chargeable rates of fees**

Detailed descriptions of the rates and the tasks they cover can be found in document OV19(S) "Scale of Fees for Services Rendered in Scotland by Official Veterinarians"

### **VAT**

VAT (at the appropriate rate) should be shown separately on the invoice as a separate charge. VAT is not included within the fees listed on the OV19(S).

### **Supporting Evidence**

Please ensure that supporting evidence is included for items which require it, for example copies of ferry or toll receipts. Where the invoice includes Remote Islands Eligible Down Time payments then the OV31 form should be submitted as supporting evidence. For tasks such as pre-arranged meetings, contingency exercises, or wasted visits the reference number issued by the Local APHA Office should be quoted.

### **Invoicing Tool – OV34**

Practices may elect to use the invoicing tool provided by APHA as follows. There is no requirement to use this:

- Log onto Sam
- For each OV who has conducted work:
- Select the Search tab
- Select Submitted Work from *I wish to search for:* dropdown

- Select the date parameters (remember that only completed and submitted work is eligible for invoice)
- Click Search

Once the search results (which contain all TB work) have been retrieved then you can copy and paste them into the APHA Invoicing Tool. Once you have manually entered the number of animals tested and mileage, if over 55 miles, you can and request the automatic calculation.

You will need to manually enter work other than TB work into the Invoicing Tool.

### **Contact Details**

Wherever possible, invoices should be sent by email to:

[Finance&Risk@apha.gsi.gov.uk](mailto:Finance&Risk@apha.gsi.gov.uk)

The OV Finance Team can be contacted on 02080 265644

If required, the postal address is:

Animal and Plant Health Agency  
Finance & Business Support Team  
Lutra House  
Dodd Way  
Off Seedle Road  
Walton Summit  
Preston  
PR5 8BX

### **Submitting Reports/Results**

All completed reports for non TB Tests such as AN02 forms should continue to be sent to the Local APHA Office.

Do not fill out any LVI task boxes on forms/test charts for invoiced work.