

Swindon Sure Start Partnership fact sheet: SBC Creditor Numbers

Swindon Sure Start Partnership handles a large number of invoices every year for services to support childcare and early education in Swindon. These invoices are all processed and sent to Swindon Borough Council's invoicing services for payment. To make these payments invoicing services uses creditor numbers.

What is a creditor number?

For you to be able to receive a payment from Swindon Borough Council your details need to be set up on the SBC finance system. You will need to provide your business banking and contact information. You or your group will be identified as a supplier and will be given a unique creditor number. Sometimes this is also called a supplier number. The two terms are used to describe exactly the same thing. Each time a payment is made to you or your group the creditor number is used to manage the payment using the banking details you provided, making sure you receive the payment correctly and as quickly as possible.

Benefits

Using a creditor number has a number of benefits mainly to do with speed and accuracy, eg

If you receive regular payments from Swindon Sure Start Partnership (for example early education funding) your creditor number is used to manage the payments, speeding up the process.

If you apply for a Swindon Sure Start Partnership grant you may be asked for your creditor or supplier number as part of the application. Using this number does not mean you are more likely to get the grant. It does mean there is less chance of the payment of any award being delayed.

Keeping changes up to date

Whenever there is a change in your bank account or contact details you must inform invoicing services. You can contact them on 01793 463627 or by email at Invoicing.services@capita.co.uk. This includes changes to the account number, name on the account, contact address or contact phone number. By keeping your banking and contact details up to date you

- are less likely to experience a delayed payment
- will receive information about the payment by post (remittance advice)

Important: Swindon Sure Start Partnership is **not** able to make these changes on your behalf. This means if you include details of the change on your invoice or on your application for funding you still need to inform invoicing services of the change. It is the responsibility of the provider to make sure that invoicing services holds the correct account and contact details for payments.