

How to get paid guide for Academy of Executive Coaching (AoEC) Limited

The Prompt Payment Code is a voluntary code of practice for businesses, administered by the Office of the Small Business Commissioner on behalf of the Department for Business, Energy and Industrial Strategy. It was established in December 2008 and sets standards for payment practices between organisations of any size and their suppliers.

Being awarded membership to this code in January 2021, the AoEC is committed to paying suppliers on time (within agreed terms) and encourage others to adopt this code to encourage a culture change in payment practices.

This guide provides information to suppliers and contractors who are providing goods and services to the AoEC. It details the steps they need to take, to ensure that they are paid for these goods and services promptly.

Receipt of invoices

Suppliers are encouraged to send invoices electronically in PDF format as attachments to: accounts@aoec.com

Suppliers are also discouraged from posting invoices, but in the situation where this is the only option they can be sent to our registered address:

64 Warwick Road

St Albans

Hertfordshire AL1 4DL

Authorisation of invoices

Invoices should be marked with a unique invoice number, include company number and/or VAT registration number as required.

The invoice should clearly set out the nature of goods or services supplied and include the name of the person who work was agreed with. The invoice should be dated (tax point) and the value should be broken down to show the net and VAT values, when VAT is charged. We encourage you to put payment terms on the invoice so that it can be processed appropriately.

Payment of invoices

The AoEC will make all payments to suppliers by BACS transfer. Cheque payments will only be made in exceptional circumstances and cash payments will never be made.

BACS payments are made weekly on a Thursday. Invoices will be paid within 30 days if not stipulated otherwise.

Contact details for invoice payment queries and statements

accounts@aoec.com – we will endeavour to respond to your query within 48 hours.

Disputed invoices

Should an invoice be disputed, the query will be referred to the contact within AoEC who placed the order for the goods or service.

Other important information for suppliers

Bank details should be detailed on each invoice for swift processing, and IBAN numbers to be included for all international payments.