

13/10/2023

Andy Hitchman  
Head of Procurement

To whom it may concern.

**Changes to Imperial College invoice receipting**

In line with the College's Sustainability Strategy we are seeking to integrate carbon reduction and other social and environmental considerations into the Procurement process.

As part of this process, as from **1<sup>st</sup> November 2023**, Imperial College London shall no longer accept paper invoices posted to the College.

As a valued supplier who has previously submitted paper invoices, we are writing to notify you of this change and to offer you the opportunity to move to a paperless electronic system for submitting your invoices for payment via the College's nominated third-party provider through the provider's portal. Further details, including how to register can be found at <https://registration.tungsten-network.com/start>.

If you are not yet able to register with our e-invoicing provider, we request that a digital copy of your invoice (PDF) is instead emailed to [apinvoices@imperial.ac.uk](mailto:apinvoices@imperial.ac.uk).

By doing so, you will be supporting the College in its journey to Net Zero as well as providing you with a benefit through a reduction in costs as a result of the elimination of postage and stationery costs.

In addition to this, all other documents sent in the post, such as customer account statements, legal letters, reminder letters, etc. should be emailed directly to [POandAP@imperial.ac.uk](mailto:POandAP@imperial.ac.uk).

Please also be reminded that the College operates a 'no purchase order, no pay' policy.

Should you receive a request for goods or services from a member of the College without a formal purchase order to confirm this request, please ask the requestor for a purchase order number before you fulfil their request.

Yours sincerely,

Andy Hitchman  
Head of Procurement

Galina Cox  
Head of Payments

Doru Procopiu  
Accounts Payable Transactions Manager