

How to Get Paid by ICAX Ltd

The standard terms of payment for supply chain contracts are 30 days for sub-contractors and the supply chain.

Address to which invoices & statements should be sent:

accounts@icax.co.uk

Email address to which invoices should be sent:

accounts@icax.co.uk – preferred method is one PDF file per invoice

Purchase order requirements

All invoices should quote a purchase order. Invoices that do not quote a valid purchase order may be returned to the supplier to resubmit the invoice with a correct purchase order.

Payment run dates in month

Payment runs take place two working days before the last working day of the month and on a weekly basis every Thursday.

Date by which an invoice must normally be received and approved to be included in the next payment run

four days

Contact details for invoice payment queries & statements

accounts@icax.co.uk
or 0208 785 4887

How are disputed invoices dealt with?

All queries are responded to within 48 hours and disputed invoices are referred to the buyer who placed the order for the goods or services

Normal expected timescale for invoice approval from receipt

Upon receipt of goods or services

Is an e-invoicing system utilised?

Not at present

Other important information for suppliers

Invoices should quote bank account no, sort code and name of account.

IBAN numbers should be quoted on all invoices to be paid into non-UK bank accounts or non-sterling