



Help WSP pay your invoice promptly

WSP is a signatory of the Prompt Payment Code. Please follow this guidance to avoid delays in payment of your invoices or your invoice being returned to you, unpaid:

Invoice Content

To ensure your invoices are paid promptly, please include these elements:

- Our entity name and address as quoted within our purchase order
- Our purchase order number in the format of 2xxxxxxx (invoices missing our PO number will be returned, unpaid)
- Your bank account details to which our payment should be submitted

These are in addition to the elements you must include in your invoice by law (see *Invoicing and taking payment from customers* at www.gov.uk).

Submitting Your Invoice

To email your invoice / credit note directly to our processing system:

UK-Invoice@wsp.com

Invoices/credits sent to this mailbox are automatically extracted from the email; the content of the emails is not reviewed. Documents/queries other than invoices/credit notes should be sent to:

UK-AccountsPayable@wsp.com

Invoice Format

Invoices submitted by e-mail must be:

- In PDF format
- Individually attached (i.e. no more than one invoice per attachment)
- Invoice supporting documentation should be scanned within the invoice PDF, and not attached separately

If you are unable to email invoices, please contact us at UK-AccountsPayable@wsp.com