Invoice template guidance

September 2023

Oxford Policy Management (OPM) does not provide invoice templates. Please use your own template for invoice submission.

Many Excel invoice templates are freely available online.

Invoices from a non-UK VAT registered supplier should have the following:

- Supplier's name and address.
- OPM's name and address.
- A unique invoice number. Numbers cannot be repeated, as our finance systems cannot process duplicate invoice numbers. This will also help you to see which invoices have been paid on your remittance advice.
- Date.
- OPM contact name.
- Purchase order number.
- Project number (project-related invoices only).
- Description of goods or services.
- Subtotal/totals clearly marked with the correct currency symbol or letters (ISO currency code), for example £, GBP.

Additionally, a signature may be required on the invoice.

If you are UK VAT registered and need any assistance with this please speak to your accountant, tax advisor, or refer to the VAT guide at https://www.gov.uk/guidance/vat-guide-notice-700.

Please also note that invoices should be in PDF format, with all supporting documents included in the file.