

NHS England and NHS Improvement
Skipton House
80 London Road
London
SE1 6LH

19 November 2021

Dear Supplier,

Paperless electronic invoicing

As a valued supplier to the NHS, we wish to inform you, that in accordance with the UK Government procurement policy which is increasingly mandating that carbon reduction and other social and environmental considerations are integrated into the procurement process, the NHS is moving to paperless electronic invoicing.

By moving to paperless electronic invoicing, you will be supporting the delivery of the 'Net Zero NHS strategy', which the reduction of paper is one of the key 13 intervention areas of the NHS Net Zero Strategy and commitment for the NHS to reach net zero by 2045.

Did you know:

- Paper use accounts for almost 3% of the total carbon emissions from the NHS supply chain in 2020.
- The NHS sends over 100 million letters a year, which has a carbon impact of approximately 14,000 tonnes of carbon and a financial cost of £100m.

Additionally, there are other extra finance processing costs for paper invoices. The savings we achieve from eliminating these costs can be redirected towards patient care.

To support the Net Zero NHS strategy, we are asking for all invoices to be submitted to NHS Shared Business Services (NHS SBS) electronically via our E-Invoicing provider, Tradeshift by **31 March 2022**.

The Tradeshift platform is a no fee service that has been adopted by NHS Shared Business Services (SBS). We can support your setup activities to get your Tradeshift account activated, and you can find more information on the Tradeshift portal at <https://nhssbs.support.tradeshift.com/>.

The benefits to your organisation by using Tradeshift direct include:

- Free access; no ongoing transaction, service charges or fees for invoice submission.
- Cost reduction by reducing postage and stationery costs.
- Reduction in invoice returns/rejections by implementing invoice data entry validation rules.
- Faster invoice processing times – Tradeshift invoices are imported directly into the NHS SBS system enabling quicker processing of your invoices.
- Daily status updates provide you with information on the progress of invoices, including receipt acknowledgement and updates for approval, payment, and invoice disputes.
- Range of sending methods from manual input to Electronic Data Integration (EDI) functionality which you can integrate with your existing financial system.

As an important supplier to us, your support for the NHS paperless agenda is both appreciated and needed. Our strategic business partner, NHS SBS are here to support your company to use the Tradeshift electronic invoicing solution.

If you have any questions or queries regarding Tradeshift, please contact us at SBS-W.e-invoicingqueries@nhs.net.

Yours sincerely,



Adrian Snarr

Director of Financial Control

NHS England and NHS Improvement