



Dear Supplier,

WMCA's Accounts Payable Team is responsible for the payment of all WMCA's suppliers.

In order for your invoice to be processed swiftly, it is best that your invoice is submitted to WMCA electronically. This will enable the team to track your invoice through the system from the moment it is received.

To help us achieve this, a new and simpler way to submit your invoice to WMCA is being put into practice. Simply email a copy of your invoice to Invoices@centro.org.uk making sure your invoice quotes a valid Purchase Order (PO) Number.

Once your customer contact at WMCA agrees that the works included within the invoice have been delivered, then the payment will follow very shortly after.

By submitting your invoice to us electronically (1 invoice per file / attachment) and ensuring the Purchase Order details are correct, you will give us the best chance to ensure we can pay you quickly.

In the unlikely event that a payment is delayed, then you can contact our Accounts Payable Team at InvoiceQueries@centro.org.uk or you can call them directly on 0121 214 7290.

When contacting Accounts Payable, having to hand a valid PO Number, your WMCA / Customer Contact Name and your Invoice Number will allow us to efficiently investigate your query.

We would like to thank you in advance for your co-operation in this matter and we look forward to working with you in the future.

Accounts Payable Team