

Forestry Commission England

Changes in financial transactions processing

Annex A

Suppliers (excluding timber harvesting and haulage services)

Contact Details

If you supply goods or services to Forestry Commission England (other than harvesting and haulage services), you should already be dealing directly with one of our District or Area offices, or with our National office in Bristol. You should not therefore have to amend your records.

However, if you hold the following contact details on your systems, you will need to change them, and use the new contact details from **1 April 2018**:

	Current Details	New Details
Address	Financial and Accounting Services Forestry Commission Silvan House 231 Corstorphine Road Edinburgh EH12 7AT	Finance Forestry Commission England 620 Bristol Business Park Coldharbour Lane Bristol BS16 1EJ
Email	fas@forestry.gsi.gov.uk	finance@forestryengland.uk
Telephone	n/a	0300 067 4000

Please continue to use the Edinburgh contact details **until 31 March 2018**.

Payments in late March/early April 2018

- The final payment run for the 2017-18 financial year will take place on 29 March 2018 – the invoices for this payment run must be received by 26 March 2018.

- The new Finance system will go live on 5 April 2018, and our first payment run of the 2018-19 financial year will take place on 6 April 2018 but this may be limited.
- A further payment run will take place on 10 April 2018, we will then move to twice weekly payment runs (as we do currently).

For most non-timber suppliers, year-end payment dates will be as follows:

- Final Payment Run 2017-18 – 29 March 2018
- First Payment Run 2018-19 – 10 April 2018

You should ensure that all pre-April 2018 invoices are raised and sent promptly, and are received by the Forestry Commission no later than 26 March 2018.

**WE REGRET THAT NO INVOICES CAN BE PAID BETWEEN
30 MARCH 2018 AND 5 APRIL 2018.**

Annex B

Suppliers of timber harvesting and haulage services

Contact Details

If you supply timber harvesting or haulage services to Forestry Commission England, you will be operating under our self-billing procedures. These arrangements will not change, but from **1 April 2018**, payment queries must be directed as follows:

	Current Details	New Details
Address	Financial and Accounting Services Forestry Commission Silvan House 231 Corstorphine Road Edinburgh EH12 7AT	Finance Forestry Commission England 620 Bristol Business Park Coldharbour Lane Bristol BS16 1EJ
Email	fas@forestry.gsi.gov.uk	finance@forestryengland.uk
Telephone	n/a	0300 067 4000

Please continue to use the Edinburgh contact details until 31 March 2018.

Payments in late March/early April 2018

We will pay our final 2017-18 self-billed invoices on **29 March 2018**

We will pay our first 2018-19 self-billed invoices on **10 April 2018**

Suppliers **MUST** liaise with local District teams to ensure that records of work done/volumes are up to date by 27 March 2018, to ensure they are paid on 29 March 2018.