



How to Get Paid Guide for Speedibake

Address to which invoice & statement should be sent

Accounts Payable
Speedibake
Colinsway
Wakefield
WF2 9RJ

Email address to which invoices should be sent

purchase.ledger@speedibake.co.uk – preferred method is one PDF per invoice

Purchase order requirements

All invoices should quote a 6 digit purchase order. Invoices that do not quote a valid purchase order will be returned to the supplier to resubmit the invoice with a correct purchase order.

Payment run dates in month

Payment runs take place every fortnight on a Thursday.

Date by which an invoice must normally be received and approved to be included in the next payment run

4 days

Contact details for invoice payment queries and statements

purchase.ledger@speedibake.co.uk – All queries will be responded to within 48 hours

How are disputed invoices dealt with?

All queries are referred to the buyer who placed the order for the goods or services

Normal expected timescale for invoice approval from receipt

Upon receipt of goods or services

Is an e-invoicing system utilised?

Not at present