

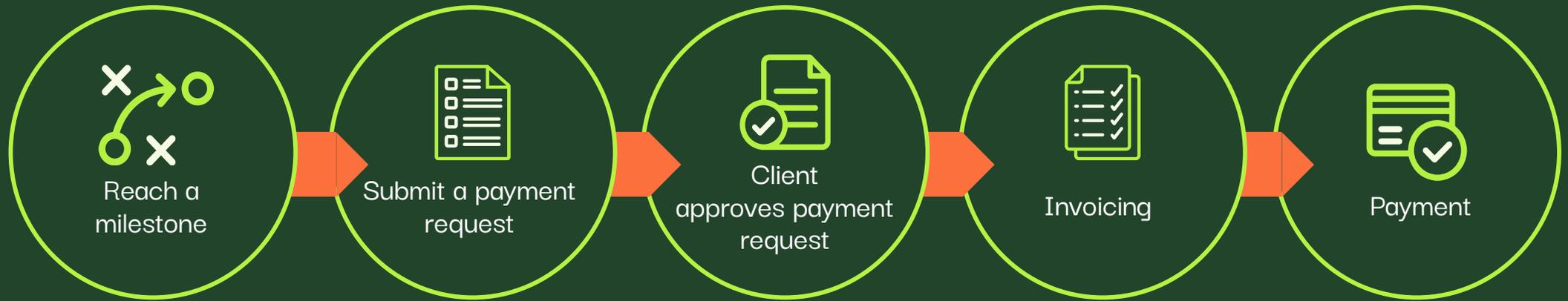


# Supplier guide to self-billing

A guide to self-billing and Bloom's  
finance portal.



# Finance process



Once you reach a milestone or scheduled payment.

You log into Pro-Vide 2.0 and submit the relevant payment request.

The relevant person from the buying authority reviews the submission and approves the detail & value submitted. This step is what begins the payment process.

3 invoices are raised at this point Bloom raises a management fee to the supplier & Bloom raises a self billed invoice on behalf of the supplier (the suppliers invoice to Bloom).

Payment is then made by Bloom to the supplier either 30 days from the payment request approval or 14 days from receipt of the clients payment to Bloom.



# Self-billing overview

## Self-Billing Invoice

This is the invoice raised by Bloom on your behalf and is the valid VAT invoice (your sales invoice).

It is raised as a result of self bill agreement signed during the accreditation process.

The date of the invoice will be the date of the payment request approval and this is the tax point of the invoice.

It is accessible to download from the invoice portal in Pro-Vide 2.0.

The invoice number of the Self bill invoice should be recorded in your finance system.

The self bill invoice number will need to be quoted on any queries (emails or calls) directed to the Bloom finance team ([accounts@bloom.services](mailto:accounts@bloom.services)).

The self bill invoice number will be quoted on Bloom remittance advices.

The self bill invoice number (1XXXXXX) will match up to our management fee invoice number (1XXXXXXMF).

3 invoices are raised at this point. Bloom invoices the buyer, Bloom raises a management fee to the supplier and Bloom raises a self billed invoice on behalf of the supplier (the suppliers invoice to Bloom).



# Self-billing agreement



## The self-biller (customer) agrees:

1. To issue self-billed invoices for all supplies made to them by self-billee (the supplier) until such time that the self-billee is no longer an accredited supplier of Bloom Procurement Services Limited.
2. To complete self-billed invoices showing the supplier's name, address and VAT registration number, together with all the other details which constitute a full VAT invoice.
3. To make a new self-billing agreement in the event that their VAT registration number changes.
4. To inform the supplier if the issue of self billed invoices will be outsourced to a third party.

## The self-biller (Supplier) agrees:

1. To accept invoices raised by the self-biller until such time that the self-billee is no longer an accredited supplier of Bloom Procurement Services Limited.
2. Not to raise sales invoices for the transactions covered by this agreement.
3. This self billing agreement will apply to all projects awarded to it by the customer.
4. To notify the customers immediately if they:
  - Change their VAT registration number.
  - Cease to be VAT registered; or
  - Sell their business, or part of their business.



# Self-billing invoice

Self-Billed		Self Billing Invoice		Supplier Invoice Number : 1012010 Invoice Date : 15/06/2021	
Supplier Details <b>Bloom Test Supplier 01</b> New Eden House Gateshead, NE8 2ET United Kingdom Tax Identification Number : 0375762			Billing Address Senior Responsible Officer Bloom Procurement Services LTD Point 5 Fletcher Road Gateshead Newcastle Upon Tyne, NE8 2ET United Kingdom Buyer VAT Registration No : 322 6731 20		
Header Details					
Project Name		Bloom Test 0105			
Electronic		eInvoice			
Quantity	Size / Packaging	Unit Price	Discount	Ext. Price	
1	EA	10.00 GBP	0.00 GBP	10.00 GBP	
Payment Schedule 3					
Additional Details		Tax Amounts		Related Documents	
Shipping	0.00 GBP	Concept	VAT Rate	Amount	
Handling	0.00 GBP	VAT		2.00 GBP	
Additional Tax 1	0.00 GBP	Shipping		0.00 GBP	Sales Order 7480
VAT Description	Standard - The VAT shown is your output tax due to HMRC	Handling		0.00 GBP	Purchase Order 1NE30001149
		Total Line Tax		2.00 GBP	
Contact Information		Subtotal	10.00 GBP	VAT	2.00 GBP
Senior Responsible Officer		Shipping	0.00 GBP	Total Shipping Tax	0.00 GBP
Liam.Burgess@bloom.services		Handling	0.00 GBP	Total Handling Tax	0.00 GBP
		Total Before VAT	10.00 GBP	Total VAT	2.00 GBP
		<b>Total</b>	<b>12.00 GBP</b>		

Your name and address

Project name

Description of Milestone/service

The VAT shown is your output Tax

Invoice number

Invoice Date/  
Tax point

Value of the service or milestone (net amount)

VAT amount

Gross amount



# Downloading your self-billing invoice

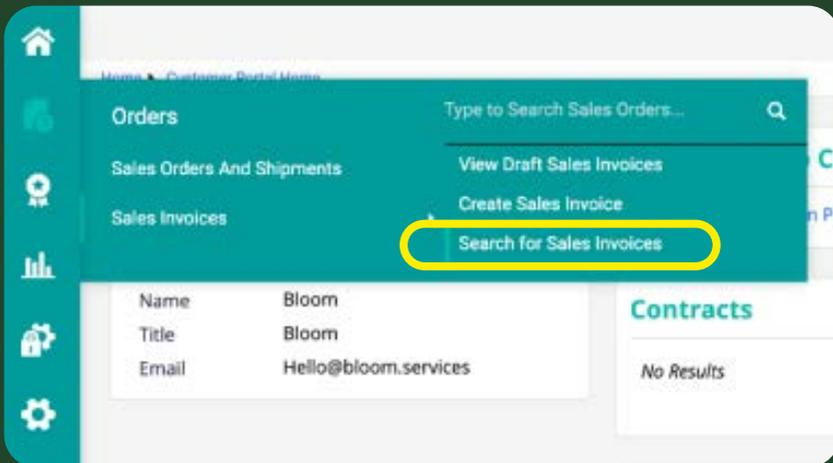
1

Login into our invoice portal and access your Purchase Order.

Login to our invoice portal

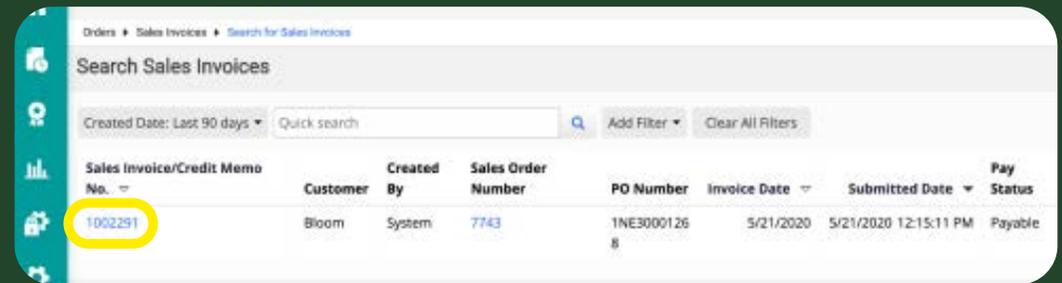
2

Select 'Sales Invoices' > 'Search for Sales Invoices'.



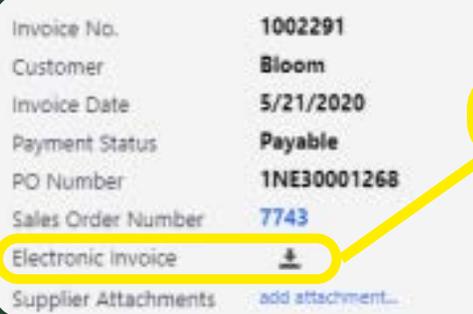
3

To see invoice detail, click into the invoice number.



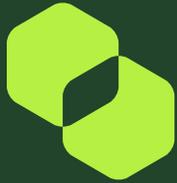
4

Here you can download a PDF copy of the invoice by clicking on the download button.



Electronic Invoice





# Downloading your self-billing invoice

The screenshot displays the 'Invoice Summary - Supplier Invoice No. 1001975 (Doc. No. 1001975)' interface. The left pane shows the invoice details, including the supplier name 'Bloom Test Supplier 01', invoice number '1001975', and invoice date '01/05/2020'. The right pane shows the 'Print' settings, with 'Destination' set to 'Save as PDF', 'Pages' set to 'All', and 'Layout' set to 'Portrait'. A 'Save' button is visible at the bottom right of the print settings pane.

5

You will then be presented with the option to download your Self-Bill invoice to PDF.

6

Hit the 'Save' button and you will have now successfully downloaded your Self-Bill invoice.





# Bloom management fee invoice

Bloom management fee invoices are auto-emailed upon invoice generation and indicate the total of the 5% fee that will be deducted from your invoice payment as well the expected payment date. Management Fee invoice number is identified in the 'Your Ref' field (1XXXXXXMF)

**MANAGEMENT FEE INVOICE**

Management fee invoice to:-  
 Bloom Test Supplier 01 - Testing Only  
 New Eden House  
 Gateshead

Bloom Procurement Services Ltd  
 Floor 5  
 New Eden House  
 Fletcher Road  
 Gateshead  
 Tel: 0203 948 9400 (option 4)  
 Email: enquiries@bloom.services  
 VAT Reg No: 322873120

Tax Point	Your Ref	Your Ref	AC No.	PO Number
15/07/2021	PCRM2058	1012010MF	BL0001	1NE20001143

Description	Net Amount	VAT Rate	Total
NEPRO Management Fee (5%)	0.00	20%	0.00

Project - IT\_1090

**NO NEED TO PAY - INVOICE WILL BE OFFSET AGAINST SUPPLIER INVOICE PAYMENT**  
 PAYMENT DATE: 15/07/2021

	£	0.00
Net Total	£	0.00
Total VAT	£	0.00
Total	£	0.00

Registered in England and Wales No. 0846122 Registered Office: Floor 5, New Eden House, Fletcher Road, Gateshead, NE8 2ET

**Remittance Advice - PPY\*\*\*\*\***

**Bloom**  
 "Opening up procurement"

Bloom Test Supplier 01 - Testing Only  
 New Eden House  
 Gateshead

Tel: 0203 948 9400 (option 4)  
 Email: enquiries@bloom.services  
 VAT Reg No: 322873120

Payment Ref: BACS 907  
 Payment Date: 15/07/2021

Bloom Ref	Invoice No.	Invoice Date	Amount Paid	Total
PCRM2058	1012010	15/06/2021	12.00	12.00
PCRM2058	1012010MF	15/07/2021	-0.00	-0.00

Total Payment Made: £ 11.40

Payment will be in your account within 3-5 working days

Registered in England and Wales No. 0846122 Registered Office: Floor 5, New Eden House, Fletcher Road, Gateshead, NE8 2ET

## Bloom Remittance Advice

Bloom Remittance Advices are auto e-mailed once the Bloom BACS Payment Run has been processed. Bloom BACS Payment Runs are processed every Friday with funds due to clear the following Tuesday subject to bank processing.

Bloom Remittance Advices identify the Self-Bill invoice(s) being paid as well as the corresponding Management Fee deduction. Invoice No. column is your Self-Bill invoice no. from the Pro-Vide 2.0 system.



# Recap key takeaways

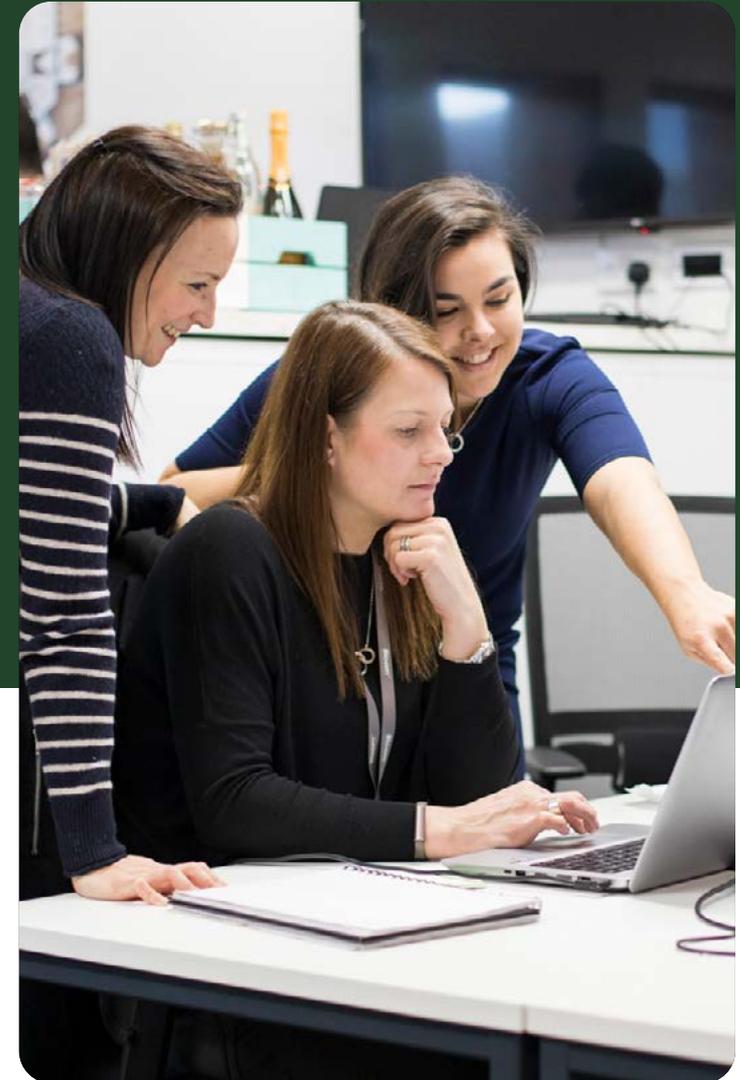
## The self bill reference

### - invoice number is key

- It needs to be recorded in your system to help your staff and to provide to HMRC if required .
- It needs to be quoted on questions raised with Bloom to speed up responses and resolutions.
- It will be quoted on Bloom payment remittance advices to help allocate cash.
- It will match up to the Bloom management fee invoices to help with reconciliation.
- We cannot store any internal invoice references you may use, in Pro-Vide 2.0, for compliance reasons based on advice we have received.

## The invoice document

- Would need to be provided to HMRC if required and should be stored with your other VAT records.
- Any documents you raise internally should not be distributed to anyone outside your organisation.
- The date will be the same as the approval date which will help identify when you can expect payment.



020 3948 9400



enquiries@bloom.services



www.bloom.services



# Helpful contact details

Additional information to support you onboarding and delivering a project can be found below.

Procurement Business Partner/Commercial Manager

[commercial.team@bloom.services](mailto:commercial.team@bloom.services)

Project Delivery (support for payment request submissions)



0203 948 9400 - Option 3

[delivery@bloom.services](mailto:delivery@bloom.services)

Finance (support for generated invoice(s))



0203 948 9400 - Option 1

[accounts@bloom.services](mailto:accounts@bloom.services)



020 3948 9400



[enquiries@bloom.services](mailto:enquiries@bloom.services)



[www.bloom.services](http://www.bloom.services)