



**Gofynner am/
Please ask for:** Information Governance
and Compliance

Tel: 01443232000

E-bost/E-mail: DataProtection@southwales-fire.gov.uk

Our ref: IG000616

Dyddiad/Date: 09.12.2020

RE: Request for Information held by SWFRS

Your request ref: IG000616 has been dealt with under the Freedom of Information Act 2000

You asked us:

1. What is your current invoice process
 - A Purchase Order (PO) is raised and approved for a service/goods
 - This PO is sent electronically to the supplier
 - Once the service/goods are received/completed the end user, electronically goods receipts for them
 - An invoice is received in different formats and is processed via the system
 - If all details match, the system will automatically batch for payment
 - If details do not match the P2P Team will check and resolve any queries
 - All matched invoices that are due for payment will be processed in the weekly BACS payment run
2. What systems do you use for managing and processing invoices and also for catalogues
Processing invoices we use DbCapture for scanning paper copies and adding electronic received invoices, such as pdfs, these are then exported into our finance system – eFin
Catalogues - eFin
3. How many invoices were processed in FY19?
9329 invoices/credit notes were processed in FY19/20
4. In what format do you currently receive invoices?
The majority are received via email (PDFs, Word Documents), though we do receive paper copies
5. Are you currently meeting the EU eInvoicing Directive 2014/55/EU?
Yes



6. How many EDI invoices were processed in FY19?

We do not use Electronic Data Interchange (EDI) system

7. Do Accounts Payable check every invoice received?

Process as per point 1

8. Does the authority currently have a PO system or non PO system?

We run a PO System

9. What is the split between PO and non PO invoices?

PO invoices/credit notes 9219

Non PO Invoices/Credit notes 110

10. Do you have an invoice matching process? If so, is this done manually?

Yes – this is done on a header level, however certain areas are done manually due to the quantity of lines on an order/invoice

11. How are you currently reporting on invoice spend?

Our spend data is analysed through Atamis

12. Are you claiming back VAT on invoices?

Yes

13. How many FTE's do you have in your AP team?

I presume FTE's is full time equivalent? – We do not have a AP Team, we have a Procure to Pay Team with 3 Full time employees

14. What % of invoices were paid late in FY19?

13%

15. What are your top 5 types of spend?

Can vary year on year depending on budget submission. Typical top five spends include Training, Property Maintenance, Fleet, Firefighting Equipment, Clothing and Uniform.

If you have any queries regarding your Freedom of Information request, please contact us at Dataprotection@southwales-fire.gov.uk quoting the reference number above in any future communication.

If you are dissatisfied with the way that your information request has been handled, you can request an internal review by emailing Dataprotection@southwales-fire.gov.uk

Pencadlys Gwasanaeth Tân ac Achub De Cymru,
Parc Busnes Forest View, Llantrisant, Pont-y-clun, CF72 8LX.

Ffôn 01443 232000 • Ffacs 01443 232180
www.decymru-tan.gov.uk

Rydym yn croesawu gohebiaeth yn y gymraeg a'r saesneg - byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich dewis iaith heb oedi.

CODI YMWHYBYDDIAETH - LLEIHAU PERYGL

South Wales Fire and Rescue Service Headquarters,
Forest View Business Park, Llantrisant, Pontyclun, CF72 8LX.

Telephone 01443 232000 • Fax 01443 232180
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We welcome correspondence in Welsh and English - we will respond equally to both and will reply in your language of choice without delay.

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If you remain dissatisfied with the handling of your request, you have the right to appeal to the

Information Commissioner at:
Information Commissioner's Office-Wales,
2nd Floor,
Churchill House,
Churchill Way,
Cardiff,
CF10 2HH.

There is no charge for making an appeal.

Yours Faithfully
Information Governance and Compliance

UPDATE COVID-19: Information Requests

We are kindly asking that any data protection correspondence come to Information Governance & Compliance via email, as due to Government advice many of our support staff are working flexibly and we may not be in receipt of physical post as normal. SWFRS anticipates that it may take us longer than 20 working days to complete Freedom of Information Requests and Subject Access Requests. The Information Commissioner recognises that there might be delays as our services and resources may be being utilised in slightly different ways, under the current unprecedented circumstances. At current, we are no longer accepting physical postal cheques, however we can accept BACs payments for items that carry a fee (such as IRS Reports and Interviews, where appropriate following standard procedure and charges).

We would like to thank you for your patience at this time.

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