



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

Cadeirydd/Chair: **Emma Woollett**
Prif Weithredwr/Chief Executive: **Mark Hackett**

gofalu am ein gilydd, cydweithio, gwella bob amser
caring for each other, working together, always improving

Rydym yn croesawu gohebiaeth yn y Gymraeg ac yn y Saesneg. We welcome correspondence in Welsh or English.

Dyddiad/Date: 23rd March 2021
Ein Cyf / Our Ref: 21-B-042

☎ 01639 648363

✉ FOIA.Requests@wales.nhs.uk

██████████
████████████████████

Corporate Services
Headquarters
1 Talbot Gateway
Baglan
Port Talbot, SA12 7BR

Dear ██████████

I refer to your Freedom of Information Act Request acknowledged by ourselves on 26th February 2021. Your request sought information relating to invoicing.

1. What is your current invoice process for handling supplier invoices, from receipt to when it's posted in the ERP and ready for payment?

I can confirm that Swansea Bay Health Board does not hold this information. The Accounts Payable function for Swansea Bay Health Board is provided by NHS Wales Shared Services Partnership (NWSSP) and is not run by the Health Board. Therefore, please contact Tim Knifton, Information Governance Manager for NWSSP on shared.services@wales.nhs.uk who will be able to assist you with your enquiry.

2. What systems do you use for managing and processing invoices and catalogues?

Please see question 1.

3. How many invoices were processed in FY19-20?

Please see question 1.

4. In what format do you currently receive invoices?

Please see question 1.

5. Do you print your emailed or pdf invoices?

Please see question 1.



Pencadlys BIP Bae Abertawe, Un Porthfa Talbot, Port Talbot, SA12 7BR / Swansea Bay UHB Headquarters, One Talbot Gateway, Port Talbot, SA12 7BR

Bwrdd Iechyd Prifysgol Bae Abertawe yw enw gweithredu Bwrdd Iechyd Lleol Prifysgol Bae Abertawe
Swansea Bay University Health Board is the operational name of Swansea Bay University Local Health Board

6. Do Accounts Payable check every invoice received?

Please see question 1.

7. What is the current split between PO and non PO invoices?

Please see question 1.

8. If you have an invoice matching process, is this automated or manual?

Please see question 1.

9. How many FTE's do you have in your AP team who process invoices?

Please see question 1.

10. What % of invoices were paid late in FY19-20?

Please see question 1.

11. What processes or solutions do you have in place for employees to submit and reclaim expenses?

SEL Expenses

12. How many expense claims were submitted by employees in FY19-20?

Please see question 1.

13. Do you use OCR (optical character recognition) to scan invoices and/or expenses?

Please see question 1.

14. Have there been investigations relating to expense compliance in your organisation in the last 24 months? If so, how many?

Please see question 1.

I hope this information is helpful. If you require anything further please contact us at FOIA.Requests@wales.nhs.uk.

Under the terms of the Health Board's Freedom of Information policy, individuals seeking access to recorded information held by the Health Board are entitled to request internal review of the handling of their requests. If you would like to complain about the Health Board's handling of your request please contact me directly at the address below or register your complaint via FOIA.Requests@wales.nhs.uk.

If after Internal Review you remain dissatisfied you are also entitled to refer the matter to the information commissioner at the Information Commissioner's Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Telephone Number: 029 2067 8400.

Yours sincerely



Pam Wenger
Director of Corporate Governance

