

Central Billing Services - Process

Month One
E.g. June

Place order, directly, with supplier



Supplier delivers order and sends out paper invoice (VAT document)
(see note 1)



Central Billing receive a copy of the customer invoice, electronically.



Central Billing process all invoices for each customer and consolidate into one statement for customer.

Note 1:
Invoices from suppliers can be sent electronically, by arrangement with supplier.



Central Billing publish the consolidated statement onto Central Billing website



Email notification sent to customer confirming statement is available online
(see note 2)

Note 2:
Online statements and invoices are accessed via: www.centralbilling.co.uk.

If you wish to access previous statements these will still be available through the PfH website.



Customers review and advise Central Billing of any discrepancies with statements.
(see note 3)

Note 3:
To advise of any discrepancies up to 48hrs before DD is due.
Central Billing can be contacted on
t +44 (0) 845 864 5161
f +44 (0) 845 864 5115
e cbs@cel.co.uk



Central Billing make any necessary amendments to statements



Central Billing implement direct debit to collect payment from customer



Customer money is held in a trust account until suppliers are paid



Central Billing pay suppliers by BACS and send through to them a remittance advice note.

Month Two
e.g. July