



Tradeshift FAQs

Q: What is Tradeshift?

A: Tradeshift is an electronic invoicing portal available to all suppliers, regardless of size or offering.

Q: How much does Tradeshift cost?

A: Tradeshift is free to use. There are no setup fees, transaction fees or service charges.

Q: How will using Tradeshift benefit me?

A: There are many benefits to using Tradeshift;

- Direct monitoring and communication
 - The ability to get confirmation of receipt of invoices
 - Daily status updates on approvals, disputes, or payments
 - Access to reporting on all your uploaded invoices
- Instant validation
 - Reduced likelihood of rejected invoices due to Tradeshift ensuring all required info is contained before submission
- Reduced business costs
 - Eliminates printing and postage
 - Reduced time spent contacting SBS/the Trust for payment updates
 - Moves yourselves and us further towards a positive green agenda way by decreasing carbon footprints in relation to invoices

Q: Will using Tradeshift mean my invoice gets paid quicker?

A: Sending invoices via Tradeshift is a direct upload into our ledger which takes roughly 15 minutes. Sending invoices via the usual email/postal route takes a minimum of 3-5 working days, often longer. Also, as Tradeshift uses an SBS approved template, verification errors or unnecessary holds are prevented. Ultimately this means there is less risk of any unnecessary delay to payment.

Q: What are the upload methods?

A: There are three methods of using Tradeshift;

- Portal – input your invoice directly onto the website
- Integrate – invoice data is exported from your accounting system and uploaded onto the server
- Autocomplete from Document – where you already have an invoice document you want to upload

Q: I submit a high number of invoices per month, can I still use Tradeshift?

A: Yes. It doesn't matter how many invoices you send to us you can still use Tradeshift. You may wish to investigate the 'Integrate' method if you submit high volumes of invoices. Tradeshift and SBS will work with you and your IT department to implement this.

Q: How do I know if I can use Tradeshift?

A: As long as you are set up as a supplier on our ledger you can use Tradeshift. If we have paid you before, you are set up. If we haven't, you might not be. You can contact the person ordering goods/services to check or contact the Lancashire Procurement Cluster via lpcprocurement@elht.nhs.uk to confirm.

Q: How do I sign up for Tradeshift?

A: The first step is to visit <https://go.tradeshift.com/register> and fill in your details.

Q: Once I sign up, how long until I can start submitting invoices?

A: Once you have requested a connection to the Trust this is usually confirmed by Tradeshift/NHS SBS within 2 working days. You then need to accept the connection. Once accepted, you can start billing immediately.

Q: What is your Trust code? I want to set up a connection.

A: Our Trust code is RXN – Lancashire Teaching Hospitals NHS Foundation Trust.

Q: Where can I find more information?

A: You can visit the SBS website [here](#) or the Tradeshift website [here](#).