

# CSA supplier payment guide

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- Prior to submitting please enquire whether your invoice is to be assigned to Credit Services Association or CSA (Services) Ltd.
- All Supplier Invoices should include a Purchase Order Number with a prefix of “CSA” given on request.
- All invoices are to be addressed to:

Credit Services Association  
2 Esh Plaza  
Sir Bobby Robson Way  
Great Park  
Newcastle upon Tyne  
NE13 9BA

- Full details are to be included on your invoice including the date/period the invoice covers and goods/services provided.
- Payment run dates are normally processed the first week of each month.
- Contact details for invoice payment queries are:

**Name:** Elaine Small

**Job Title:** Finance Officer

**Contact Details:** 0191 217 3074

**Email:** elaine.small@csa-uk.com

- Disputed Invoices are dealt with in a timely manner and you should be notified by return of any query withholding payment.
- CSA payment terms are 30 days.
- All terms, bank and contact details should be clearly shown on your invoice to ensure payment is issued correctly.