

# PEER MENTORING

## Invoicing Instructions

Invoices for mentor sessions must comply with the requirements set out below.

Please use the approved invoice template (*Invoice Template KM ICB Master Mentoring 02.2026*) and ensure that all mandatory information is provided, as invoices that do not meet these requirements cannot be processed.

- 1. Invoice date** (date when you are submitting the invoice)
- 2. Invoice number** (make sure it is a unique number)
- 3. Full name of the supplier** (you)
- 4. Supplier details** (where already registered as a supplier)
- 5. Full postal address**
- 6. Telephone number** (to resolve any payment queries)
- 7. Email address** (to resolve any payment queries)
- 8. Clear description of the services provided**, with session date and number and mentee's **initials only** (*no identifying data*).
- 9. Saving your File:**
  - Only select the invoice (in black), *not the instructions in red*
  - then go to File / Save as
  - Add new invoice name (your name, date and/or invoice number)
  - Save as PDF file
- 10. Send your invoice along with the relevant session log(s) to:**  
[kmicb.kmpcthmentoring@nhs.net](mailto:kmicb.kmpcthmentoring@nhs.net)

*Please note that failure to follow the invoicing instructions may result in delays to payment or, in some cases, non-payment of invoices.*