Payment requests

Last updated version: October 2026

Ensuring payment request submission

We recommend you discuss invoicing with your contractors to ensure you are confident of what invoices you will have by the submission deadline.

You can achieve this by:

- Meeting with contractors prior to the forecast deadline (usually the 15th of the previous month).
- Making sure your authorising official is available to sign the payment request documents ahead of the submission deadline.

This is important because:

- Payment submissions which are incomplete or not signed may not be processed and will need to wait until the next period.
- Everything must be evidenced through invoices by the payment submission date.
- We can only process forecasted payments. **No forecast, no payment.**

If your payment request has significant variance from the forecasted request, we may be unable to pay this. If you need to make a request which is more than 10% larger than your forecast, please discuss this with your relationship

How to submit your payment request

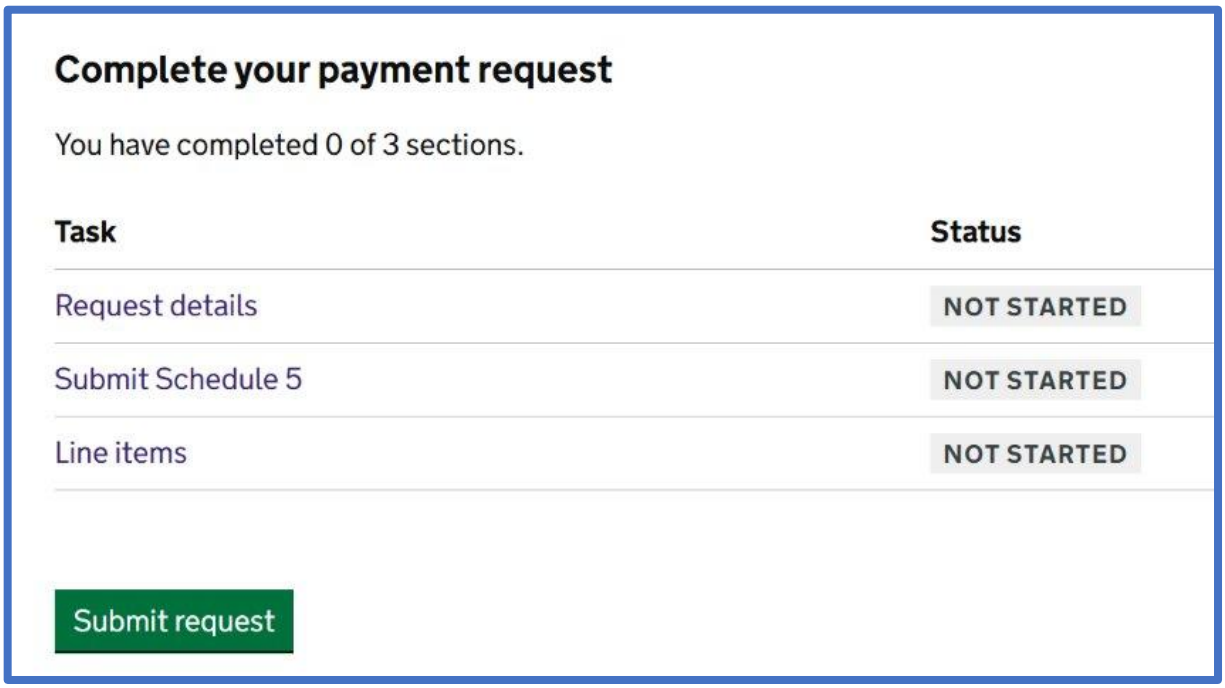
1. Go to the 'My payment requests' tab on the Fund's management portal and create a new payment request.



Select the payment period and click 'save payment request'. You can check the current payment period under the 'My forecasts' tab.

This will take you to the following page to input details on your payment request.

2. Complete the three sections: Request Details, Schedule 5 and Line Items.



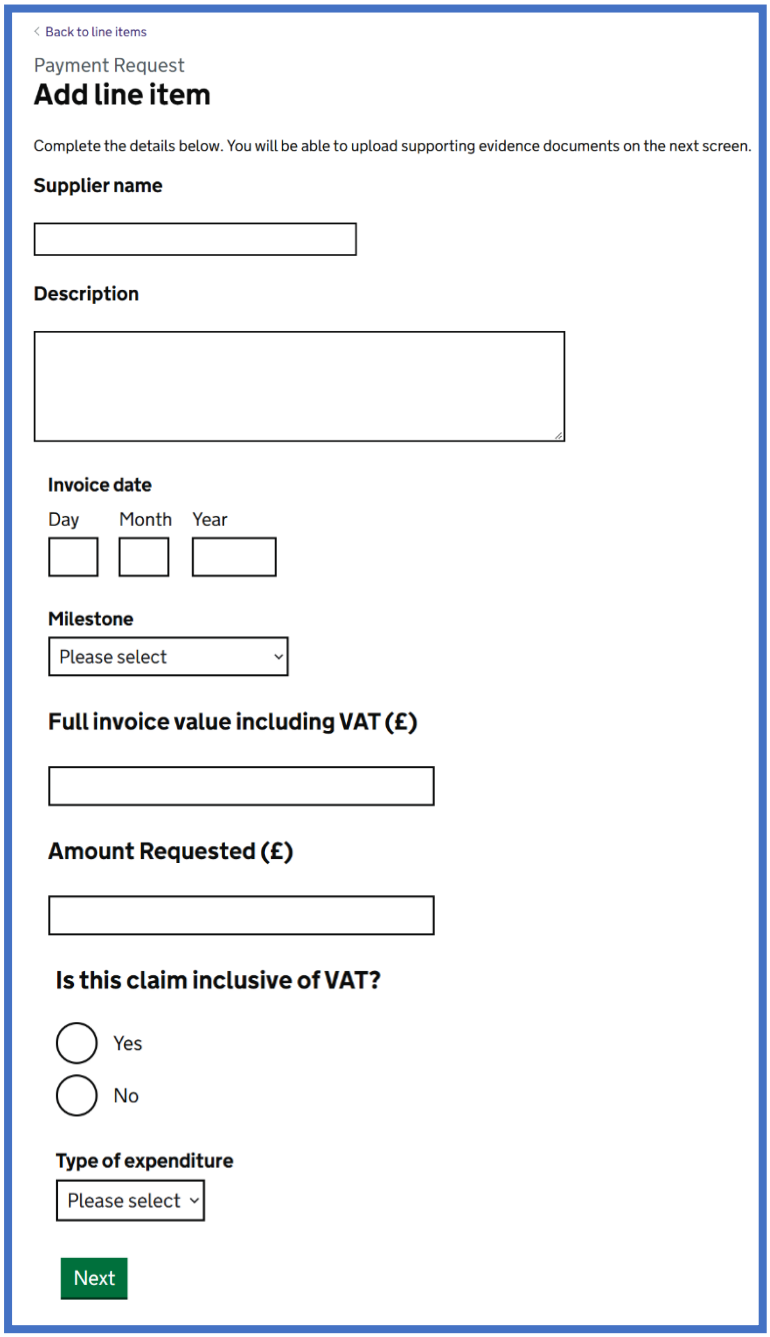
Request Details: Provide a summary of the works you are claiming for. *E.g. "Costs incurred for on-site preliminary works Oct-Nov at Salix site, and first instalment of 3 with main contract for works at Manchester site, including insulation and AHU equipment orders, and fabric works."*

Schedule 5: Here you can upload the schedule 5, this must be in PDF form, and signed and dated by the authorising official. The template can be found here.

Line Items: Each invoice must be listed as a single line item. Here, you should input the details of invoices and upload the evidence. This should include the invoice and any supporting evidence such as breakdown of works. For further information on the types of evidence we require, please see the next section.

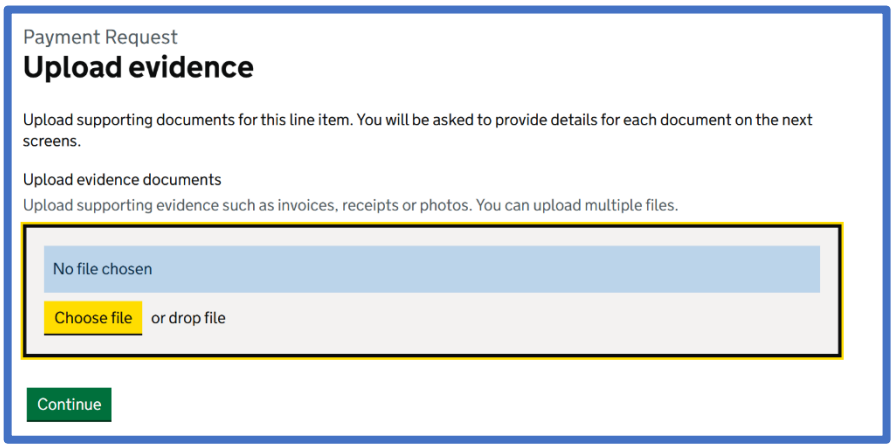
For each line item you will be asked to submit the following information:

- **Supplier name** – Name of the company/organisation who have issued the invoice.
- **Description** - Provide a brief description of the measures on which the expenditure was incurred. E.g. installation of air source heat pump at HQ. If applicable, you should enter the retention value here, along with the date you expect to release this retention amount to the contractor. Retention can only be claimed as part of your final payment request.
- **Invoice date** - Enter the date the invoice was issued.



- **Milestone** - Select the relevant milestone this expense relates to from the dropdown list.
- **Full invoice value including VAT** – enter the total value of the invoice provided, including VAT.
- **Amount requested** - Enter the value to be claimed, adjusting for any VAT you are able to reclaim from HMRC and removing any ineligible expenditure from the supporting documentation provided. If you are able to only part reclaim the VAT, please detail in the comments the % reclaim.
- **Is this claim inclusive of VAT** – Enter whether the amount requested is inclusive of VAT.
- **Type of expenditure** - Select the relevant type of expenditure from dropdown list provided. E.g. technology cost, PM fees.

Once you have submitted all the information, click 'next' and you will be able to upload the evidence for this line item.



3. Once all documents and details have been uploaded, mark as complete and submit the payment request.

If your Relationship Manager requires further information for your payment request, this will be done through the Fund's management portal. The status of the request will be changed to 'Pending info' and you will be able to upload further information.

Required documents for payment request submissions

By the payment submission deadline, you will need to submit:

1. Invoices
2. Proof of payment evidence
3. A signed schedule 5 payment request in PDF form.

Invoices clearly linked to your Scotland's Public Sector Heat Decarbonisation Fund project are required as evidence for the payment request to be approved. Other supporting evidence may be provided including purchase orders. However, purchase orders alone are not sufficient evidence.

We would request that the invoices note all the following:

- Reference to "*Phase 3 Scotland's Public Sector Heat Decarbonisation Fund*" and your specific project ID
- The name of your public sector body
- The site of the works
- The type of works completed
- Dated within the grant period

If your approved request is of a different amount than previously forecasted, in the next monthly update you must provide an updated forecast re-profiling the spend across the rest of the cashflow.

If you have any questions about this process or any of the steps, please contact your relationship manager.