



Guidance on requesting an invoice for BPS CPD

If your organisation prefers invoicing over online payment that's no problem. Please ensure you leave sufficient time between sending the PO and the event. As we only enrol learners on the course once we have received payment. We would need a Purchase Order with the following information to raise an Invoice.

- Learner name (add membership number if applying member rate)
- Course title & Price (please note the member price)
- The organisation address that the invoice needs to go to
- Contact (the person/department responsible for paying)

Please send your Purchase Order to cpd@bps.org.uk

During this time please ask the learner to create a [BPS learn](#) account.

Once the payment has been made, we then provide further information on how the learner can access the course. We would need the following information:

- The learners name and the email they used to create their BPS account

If you have another queries, please contact on 0116 252 9925 or email us at cpd@bps.org.uk