



## Accounts Payable - Contact details

### Invoice Processing and Query Team

Office hours: Mon to Thurs 8:30am-5:00pm, Fri 8:30am-4:30pm

Phone lines: Mon to Thurs 9:00am-5:00pm, Fri 9:00am-4:00pm

Team	Email	Phone No
SSE	<a href="mailto:sse.ap@sse.com">sse.ap@sse.com</a>	0345 076 7659
GEN / REN	<a href="mailto:gen.ap@sse.com">gen.ap@sse.com</a>	0345 076 7659
SSE CONTRACTING	<a href="mailto:ssecg.ap@ssecontracting.com">ssecg.ap@ssecontracting.com</a>	01698 731585
HOME SERVICES	<a href="mailto:hs.ap@sse.com">hs.ap@sse.com</a>	01698 731597
IRE / GENIRE	<a href="mailto:accounts.payable.dublin@sse.com">accounts.payable.dublin@sse.com</a>	00 353 1655 6871
AUS	<a href="mailto:aus.ap@ssecontracting.com">aus.ap@ssecontracting.com</a>	00 353 1655 6871

### Payments

Office hours: Mon to Thurs 8:00am-5:00pm, Fri 8:00am-4:30pm

Phone lines: Mon to Fri 10:00am-3:00pm

Team	Email	Phone No
Payment Queries	<a href="mailto:payments.ap@sse.com">payments.ap@sse.com</a>	01698 735580
Cheque Queries	<a href="mailto:ap.cc265.forms@sse.com">ap.cc265.forms@sse.com</a>	01698 735580
Manual Payment Requests	<a href="mailto:ap.cheque.req@sse.com">ap.cheque.req@sse.com</a>	01698 735570

### Vendor Maintenance

Office hours: Mon to Thurs 8:30am-5:00pm, Fri 8:30am-4:30pm

Phone lines: Mon to Thurs 8:30am-5:00pm, Fri 8:30am-4:00pm

Team	Email	Phone No
SSE Vendor Maintenance	<a href="mailto:ap.vendor.maintenance@sse.com">ap.vendor.maintenance@sse.com</a>	01698 731585
Contacting Maintenance	<a href="mailto:SupplyChainEnquiries@sse.com">SupplyChainEnquiries@sse.com</a>	01698 731585