

Quick Guide to VAT Reclaim Reports



What is the VAT reclaim report?

Located on our website, within the saving section of [TR Reports](#), this new report shows you how much VAT* could be reclaimed on confectionery products purchased for resale through declared NHS Supply Chain requisition points.

www.supplychain.nhs.uk/vatfree



How can the reports help?

Under current HMRC legislation, products purchased by your organisation[†] for the purpose of providing healthcare services are not eligible for VAT* reclaim as they are classified as non-business.

However, where confectionery products are purchased through NHS Supply Chain specifically for resale e.g. in restaurants, cafes or vending machines, your finance team can reclaim VAT* as part of their monthly VAT returns which could contribute towards your cost improvement target.

Should your organisation[†] already have dedicated requisition points set up for these types of areas, we can work with you to get these approved and then your finance team can reclaim VAT* for up to the last four years. Alternatively, we can work with you to approve new requisition points to enable your finance team to reclaim the VAT* in the future.



[†]Supplier VAT included in NHS Supply Chain's price
*English NHS organisations only



What does the report contain?

The report contains the reclaimable VAT* for each product through each declared requisition point.

This will be shown as a monthly amount per NPC (product code).



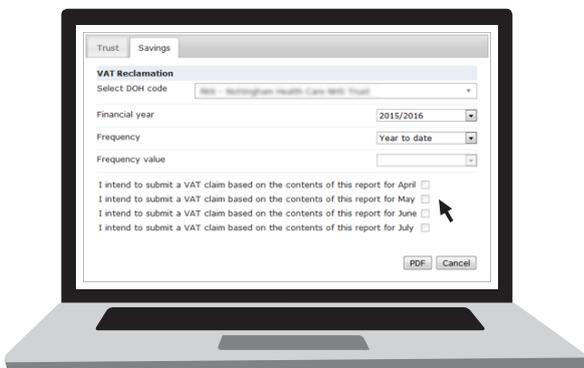
How do I use the reports?

Set up declared requisition points

Liaise with your local Account Manager to ensure you have access to the **TR Reports** on our website www.supplychain.nhs.uk and then identify the requisition points where confectionery products are purchased for resale or alternatively set up new ones.

Your Director of Finance will then need to sign a declaration form confirming their intention to reclaim VAT* on the confectionery products through these requisition points and send it to the NHS Supply Chain Finance Team for approval.

It should take no longer than seven working days from form submission to VAT reclaim flags appearing against the declared requisition points in your catalogue. Once these appear, the report can be run.



Using the VAT reclaim report

The functionality is similar to other online savings reports. You can report for the month, quarter or year to date.

Remember

It is really important when running the report to tick the box stating "I intend to submit a VAT claim based on the contents of this report for period ____".

If this box is not ticked then the reclaimed VAT* will not appear as price reductions against the declared requisition points in your online savings reports.

*Supplier VAT included in NHS Supply Chain's price

How to make the most of them?

Your local Account Manager can share your spend on confectionery products by requisition point over the last four years to help you identify where VAT* could be reclaimed retrospectively.

Suggested ways to maximise your VAT* reclaim savings

Current situation		Suggested approach		Outcome
You have a small number of clearly identifiable requisition points with large % of the spend on confectionery products intended for resale		Obtain approval for these as your declared requisition points in order to reclaim VAT* for last four years		Maximum immediate savings with an easy process for also securing future savings
You have no identifiable requisition points for confectionery products intended for resale		Set up new declared requisition points		No immediate savings but simple process to secure for future savings
You have identifiable requisition points for confectionery products intended for resale but disparate spend		Obtain approval for a small number of declared requisition points and channel all future spend on confectionery products for resale through these. Then retrospectively reclaim any small amounts of VAT* from these		Lower amount of immediate savings but simpler process to secure future savings

Further information

Contact your local Account Manager at www.supplychain.nhs.uk/accountmanagers or visit www.supplychain.nhs.uk/vatfree

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