No PO No Pay – Supplier FAQ

Information for suppliers on our No PO No Pay policy – No payment without a valid purchase order

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No PO No Pay – Frequently Asked Questions

From 1 August 2018, the University of Edinburgh is implementing a policy which will prevent payment to suppliers without a valid, official University purchase order (No PO No Pay).

What is No PO No Pay?

No PO No Pay is the University of Edinburgh's policy to make sure payments are only made to genuine suppliers of goods, services and works, where the submitted invoice contains a valid purchase order (PO) number.

Why has the University of Edinburgh implemented this policy?

No PO No Pay ensures that the University only pays for goods, services and works which have been properly ordered and have been confirmed as secure and sustainable business transactions before receiving or paying an invoice. Invoices received by the Finance Accounts Payable team without a valid PO number are likely to be subject to delay in payment, and may ultimately be returned to the supplier.

When does No PO No Pay come in to effect?

The No PO No Pay policy comes into effect on **1 August 2018** for all goods, services and works purchased by the University from that date.

How does No PO No Pay work?

No PO No Pay requires all invoices submitted by suppliers to contain an official PO number. Purchase orders are generated by the University's eProcurement system, Finance system or other ordering systems (e.g. Estates, Accommodation, Catering or

Library systems), and are to be submitted to suppliers **prior to** the delivery or receipt of goods, services or works to the University.

What is a valid PO number?
Valid POs from the University's eProcurement system are sent to suppliers electronically by prior arrangement, and have a seven digit number clearly identified as the PO number.

Valid purchase orders from the University's central finance system have a two or three letter prefix followed by four or five digits.

Valid purchase orders from Estates, Accommodation, Catering and the Library will also contain a clearly identified purchase order number.

What should I do if I don't receive a Purchase Order?
You should only accept a verbal, email or written order when a purchase order number is provided. If you receive a verbal, email or telephone instruction and no purchase order, you should ask the member of University staff giving the instruction to provide you with a valid PO number before proceeding.

I have supplied goods, services or works to the University, where do I send my invoice?
The purchase order you receive will clearly state the address to which the **invoice** should be sent, and this may differ from the delivery address. If in doubt, any invoices should be sent directly to:

Accounts Payable
Finance Department
University of Edinburgh
Charles Stewart House
9-16 Chambers Street
Edinburgh EH1 1HT

What should I do if I don't receive a Purchase Order number and the invoice is returned to me?
You should ask the member of University staff giving the instruction for the goods, services or works originally to provide you with a **valid PO number**. You should do this before proceeding to re-issue the invoice or cancel/credit the original invoice and issue a new invoice with the PO number in it, in accordance with your own internal procedure. Invoices unpaid without valid purchase orders **should not be used to delay** any delivery to other purchasers from this University who have included a valid PO number.

What exceptions apply to the No PO No Pay policy?
There are a number of exceptions to the No PO No pay policy, and these can be found at:
https://www.ed.ac.uk/files/atoms/files/exceptions_to_the_requirement_to_raise_purchase_orders.pdf

THE UNIVERSITY of EDINBURGH
Finance

Who should I contact if I have any queries about No PO No Pay?
If you have any further queries regarding the No PO No Pay policy, please email
mailto:finance.helpline@ed.ac.uk

This publication can be made available in alternative formats on request.
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