Dear Sir/Madam,

No PO No Pay

10th March 2017

From the 1st May 2017 the University of York will be implementing a “No PO, No Pay” policy for all purchases of goods and services. This means that any invoice issued to the University without a valid University of York purchase order will be returned to sender and not processed.

All suppliers of goods and/or services to the University must only accept a verbal or written order when a purchase order number is given.

This policy has been implemented to increase efficiency in the procurement and payment processes across the University, reducing processing time and invoice queries. The benefits for suppliers include:

- A clear specification of works, supplies or services requested.
- A streamlined and consistent process for payment of invoices in accordance with agreed contract terms with reduced likelihood of delays and queries
- Reduced risk of fraudulent orders where a third party impersonates the University

Invoices must be either emailed to accounts-payable@york.ac.uk or posted to:

    Accounts Payable
    University of York
    Market Square
    Heslington
    York
    YO10 5NH

For any queries relating to how to obtain a valid purchase order number or if you wish to discuss your ongoing contract with the University of York we recommend contacting the person or Department who originally placed the order in advance of 1st May 2017.

These changes will not affect any suppliers currently eInvoicing through the YEP portal, this process will remain the same.

Yours Faithfully,

Jeremy Lindley
Director of Finance