

No PO No Pay – Frequently Asked Questions **Version 1.0**

Q. Why implement this policy?

The policy was 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 and a streamlined consistent process for payment of invoices in accordance with agreed contract terms, with reduced likelihood of payment delays and queries, and reduced risk of fraud.

Q. Will suppliers be paid any quicker if they quote a PO number?

Invoices received with a valid purchase order number will still be paid in line with agreed contract terms, our standard payment terms are 28 days from date of invoice. Invoices received without a valid PO number quoted will not be paid and will be returned unprocessed. This may lead to a delay in the payment process.

Q. What is the PO number sequence for the University?

All valid PO numbers for University of York are 6 digits long beginning with a number between 1 and 9.

Q. Past invoices without a PO number have been paid by the University of York. Will this still happen?

No, from 1st May 2017 all financial commitments for goods and services must be made using a purchase order.

As part of the 'No PO, No Pay' policy the supplier is expected to put the valid PO number on the invoice, otherwise it will be returned.

Q. Where should invoices be sent for payment?

All 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.

Invoices should not be sent directly to the ordering Department.

Q. An invoice has been returned requesting a valid PO number be quoted. How can this be obtained?

Contact the member of staff who gave the original instruction to supply the goods / services and ask them to provide a valid PO number.

When obtained, you should send a replacement invoice, quoting the valid PO number to the address above.

Q. What should I do if I am not a supplier and I have received a letter?

Some individuals who have received payments or studentships from the University in the past have been recognised in our accounting system as suppliers. If you have received a letter and do not provide us with goods and services please disregard the letter and we apologise for any inconvenience.

Q. What do I need to do if I currently submit an e-Invoice through the YEP portal?

These changes will not affect e-Invoicing through YEP as these orders already require a purchase order. Orders and invoices should continue to be submitted using the existing process.