

PROCUREMENT GUIDANCE FOR SOUTH YORKSHIRE POLICE SUPPLIERS

No PO No Pay (No Purchase Order No Payment) Policy

South Yorkshire Police is committed to improving the way that it buys goods, services and works. A key change is the enforcement of the No PO No Pay (No Purchase Order No Payment) policy. This is not something new, it is in SYP's financial regulations and instructions and we are now enforcing this in readiness for the implementation of Oracle Cloud.

The benefits of this is to ensure we are paying suppliers within contractual terms and to assure that it is safe to do business with SYP.

Q1: What is No PO No Pay

No PO No Pay is one of South Yorkshire Police's key policies to ensure that payments are only made to suppliers and contractors where the supplied invoice (paper or electronic) contains a valid official purchase order (PO) number.

Q2: Why a No PO No Pay policy?

No PO No Pay ensures that South Yorkshire Police only pays for goods, services and works which have been properly ordered and authorised in accordance with South Yorkshire Police Contract Standing Orders (CSO's) and Financial Regulations (FR's) **BEFORE** receiving an invoice. It also ensures invoices received by the Exchequer Team can be processed efficiently to pay suppliers and contractors with contractual payment terms. Invoices received by the Exchequer Team without a valid PO number **will severely delay payment to the supplier** and may ultimately be returned to the supplier.

Q3: When does No PO No Pay come into effect?

The No PO No Pay policy applies with immediate effect and applies to all orders for goods, services or works placed with South Yorkshire Police.

Q4: How does No PO No Pay work?

No PO No Pay works by requiring all invoices submitted by suppliers and contractors to contain an official PO number. In all but exceptional circumstances the PO number will be:

- generated from South Yorkshire Police's Oracle ERP iProcurement system (see Q6)

In exceptional circumstances a verbal order may be supplied without a PO number, however this should be followed up with a valid PO number within two working days.

Any invoice received by the Exchequer Team that does not quote a valid PO number will not be processed and will be returned to the supplier which could result in severe delays in the supplier being paid.

Q5: Valid PO's?

Suppliers **must not**, under any circumstances, accept any verbal or written order from South Yorkshire Police member of staff **unless** a valid PO number or it is an emergency order. As previously mentioned **any invoice received that does not quote a valid PO number will not be processed and will be returned to the supplier.**

Q6: What is a Valid PO number?

Valid PO's are Purchase Orders from South Yorkshire Police's Oracle ERP iProcurement system.

As set out in Q4 above, in exceptional circumstances a verbal order can be supplied with a valid PO number generated within two working days.

Q7: I have supplied goods or services to South Yorkshire Police where do I submit my invoice?

The Purchase Order will confirm where invoices need to be returned to. You will have an option to post your invoices to the appropriate Exchequer Team address or email them to a specific email address, both of which are specified on the PO.

Q8: Will I get paid any quicker if I quote a PO number?

Unless agreed in advance, and in line with English Government guidelines, South Yorkshire Police's standard payment terms of 30 days from receipt of a valid invoice (not the invoice date) for all suppliers will remain unless specifically different on a contract.

After implementation of the No PO No Pay policy invoices received without a valid PO number will not be paid and will be returned to the supplier. **At best this will lead to a significant delay in the payment process.**

Q9: In the past invoices without a PO number have been paid by South Yorkshire Police, will this still happen?

No. Once implemented, the No PO No Pay policy will see invoices without a valid PO number as not being recognised and they will be returned to the supplier.

Q10: An invoice has been returned requesting a valid PO number to be provided. How can this be obtained?

You should contact the South Yorkshire Police member of staff who gave the original instruction to supply the goods, services or works and ask them to provide a PO number. Once obtained, please re-submit your invoice ensuring that the PO number is quoted.

Q11: What should I do now?

Please ensure that all your staff who receive orders to supply goods, services or works to South Yorkshire Police are aware of **No PO No Pay** and insist on being supplied with an official PO number.

Q12: Do I need to change anything?

Please ensure the PO is clearly referenced on the invoice. As a reminder, all invoices should include:

- PO number
- a unique identification number – invoice number
- your company name, address and contact information
- payment details to pay the invoice
- the company name and address of the customer you're invoicing – please ensure it is Police and Crime Commissioner for South Yorkshire
- a clear description of the goods and/or services
- the date the goods or service were provided (supply date)
- the date of the invoice
- the amount(s) being charged
- VAT amount if applicable
- the total amount owed

Please ensure where possible that you scan one invoice document per PDF.

Q13: Will I be kept informed of future changes to No PO – No Pay?

Yes - further information will be available via our website regarding the No Po No Pay policy.

Q14: What should I do if I am not a supplier and I have received notification of No PO No Pay but I do not supply South Yorkshire Police?

Some individuals who have received payments/ grants from South Yorkshire Police in the past have been recognised in our accounting system as suppliers. If you have received notification of the No PO No Pay policy and do not provide South Yorkshire Police with goods and services please disregard this Notification and we apologise for any inconvenience.

Q15: Where do I get further information on selling goods or services to South Yorkshire Police?

Please visit our website at www.southyorkshire.police.uk/contact-us/sell-to-syp/ or if you have any specific questions then please email them to procurement@southyorks.pnn.police.uk.