

No Purchase Order (PO) No Pay Policy

Worcestershire County Council (WCC) has implemented a 'No Purchase Order, No Payment Policy' from 1st May 2015 in order to reduce processing times and streamline the process for payment of invoices. This means that without an official Purchase Order number, payment of supplier invoices could be delayed.

Frequently asked Questions

Q: What is the No PO, No Pay Policy?

This will mean that the WCC Accounts Payable team will reject invoices without a valid purchase order number quoted on the invoice and return them to the supplier.

Q: Why has WCC implemented this policy?

Benefits for Supplier -

- Reduce delays due unnecessary invoice queries
- Speed up payment process & ensure payment is made within agreed terms (WCC aim to pay within 10 days)
- Improve cash flow

Benefits for Council -

- Ensures WCC only pay for goods and services that have been properly authorised at the time of the commitment
- Reduce processing costs for the Council
- Ensure less manual intervention
- Improve Procurement to Pay process within the Council

Q: An invoice has been returned requesting a valid purchase order number to be quoted.

How can I obtain this?

You should contact the member of staff at Worcestershire County Council who gave the original instruction to supply the goods / services and ask them to provide a valid PO number. This is 10 digit number beginning "45" or "43". When obtained, you should re-submit your invoice, quoting the valid PO number to:

EMAIL: invoices@worcestershire.gov.uk

POST: Accounts Payable- Finance, Worcestershire County Council, PO BOX 58,
Spetchley Road, Worcester, WR5 2XL

Q: I only supply to schools, does this affect me?

No Po No Pay is good practice; however schools are not formally included in the Policy so there will not be any change to the payment process for invoices for schools. You should continue to send all school related invoices directly to the school.

Q: What happens if I contract or get paid in a different way?

If you currently provide services to the Council as part of a standard contract in the following areas, the existing arrangements continue to apply, where billing should continue to be submitted to the relevant service area:

- Adults and Children's social care placements
- Property/building contracts
- Transport contracts
- Library books
- Highways contracts
- Street lighting contracts

Purchase Cards – The Council use purchase cards for low value and one off purchases, you will receive a card number to process the payment against.

Contact details for Accounts Payable are:

Accounts Payable: 01905 766556
Lines open: 8.30am – 5.00pm Monday to Thursday
8.30am – 4.30pm on Fridays

Email contact details:

For all general queries - paymentenquiries@worcestershire.gov.uk
Invoice to be paid quoting a PO number - invoices@worcestershire.gov.uk
Query related to your vendor record - sapvendors@worcestershire.gov.uk