

Accounts Payable (Creditor) Team

Guidance on No PO No Pay for Suppliers

Version 1.0 February 2024

Please note from the 1st of April 2024 LCRCA/Merseytravel/The Beatles Story will be operating a **No PO No Pay policy**.

All invoices and credit notes dated 1st April 2024 will require a Purchase Order (PO) quoted on them to allow payment. If they do not quote a PO, they will be returned.

We have informed our employees that they **must** raise purchase orders in advance of receiving goods and services, and that suppliers will **not** be accepting any verbal or written orders unless a valid PO is issued.

Retrospective PO's are allowed for events when a purchase order cannot be raised in advance of goods and services i.e. emergency lift repair.

Any invoices and credit notes dated before 31st March 2024 without a PO will be processed for payment.

All invoices and credit notes should be emailed to creds@liverpoolcityregion-ca.gov.uk

Our goal is to strengthen our business relationship and adhere to payment terms. We appreciate your cooperation in providing PO numbers on all future invoices.

In summary:

1. Purchase Order Requirement: We require a PO for all goods and services provided by your company. The PO should be obtained from the requisitioner before initiating any work or fulfilling any orders.
2. The invoice should match the way the PO has been raised and should be clearly stated on the invoice, line by line detail.
3. Payments: To meet payment due dates and ensure adherence to our policy, payments will only be processed for invoices that are accompanied by a corresponding, valid purchase order.
4. Communication: Please communicate internally within your organisation to ensure that all relevant departments and colleagues are aware of this requirement.