

Robert Gordon University: No Purchase Order, No Payment Policy

All suppliers to the University should note that the University's purchasing processes require that invoices are matched against valid University purchase orders. We have not, until now, rejected invoices that do not detail the purchase order number to which they relate, but have endeavoured to identify the relevant order in order to support payment. However, in common with many other organisations, we are now implementing a policy of 'No Purchase Order, No Payment'.

This effectively means that invoices from suppliers **MUST** quote a valid RGU PECOS Purchase Order number in order for them to be processed and ultimately paid by Accounts Payable.

From 1 October 2019, if an invoice is received and it does not quote a valid PO number, then the invoice will be returned to the supplier unpaid, with an instruction that they should engage with the individual who requested the goods/service to raise a Purchase Order.

This will result in a delay in processing the invoice, therefore suppliers to the University must only accept an electronic purchase order issued from the university's PECOS System. The PO number is, in general, only generated once a University requisition to buy goods, works and services has been approved by University staff in accordance with the University's Financial Regulations.

The majority of our suppliers already quote the University PO number on invoices, and you may already be doing this, in which case please continue to do so.

Certain transactions will be excluded from the 'No PO, No Pay' policy. A list of these can be found on the University's Procurement website. In addition, these changes will not affect suppliers currently paid by a University Purchasing Card.

This policy aims to increase efficiency for our payment processes across the University, reducing invoice queries and helping us to ensure we pay our suppliers in a timely manner. The benefits for suppliers include:

- commitment to payment,
- a streamlined process for payment in accordance with the agreed contract terms,
- substantially less risk of delays and queries about the payment,
- reduced risk of fraudulent orders.

Invoices detailing the University PO number can be posted to Accounts Payable, Finance Department, Central Services Building, Garthdee Road, Aberdeen AB10 7FY, or can be emailed in PDF format to expenditure@rgu.ac.uk

For any queries relating to this policy, or if you wish to discuss your ongoing contract with the University please contact our Procurement Team at procurement@rgu.ac.uk