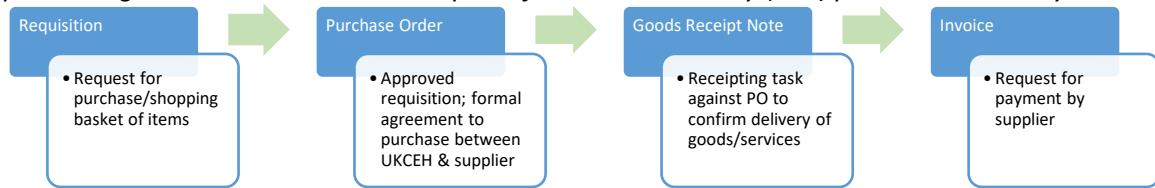


## 1 Purpose

1.1 At UKCEH we use Workday as our Enterprise Resource Planning (ERP) system, and our purchasing transactions are raised as part of the Procure to Pay (P2P) process in Workday.



1.2 Introducing a Supplier Pay policy is part of UKCEH's commitment to supporting our suppliers by ensuring that payments for goods and services are made within any agreed terms.

## 2 Scope

1.3 Under this policy all UKCEH employees shall ensure that a valid Purchase Order (PO) is created before any services or goods are delivered by our suppliers.

1.4 There may be exceptions to this policy where invoices can be processed and paid without a supporting PO. These are just limited to;

- Credit card transactions
- Expenses payments

## 3 Policy Statement

1.5 A Supplier Pay policy is designed to be mutually beneficial to both UKCEH and our suppliers as it:

- ensures that purchases are authorised before goods, services and works are supplied
- enables UKCEH to process invoices efficiently, ensuring a good credit score, maintaining a positive payment profile with our suppliers and supporting suppliers with their cash flow management
- allows accurate and timely reporting, budgeting and forecasting on supplier spend
- reduces the potential risk to UKCEH by formally agreeing the terms of engagement before the supplier commits to deliver

## 4 Responsibilities

### Compliance, monitoring and review

1.6 It is the responsibility of the **requisitioner** (requestor) to raise a PO at the point of engaging a supplier to provide goods or services on behalf of UKCEH;

- When POs are created they will be automatically sent to a supplier nominated email address held in our ERP system.

- *Invoices received without a valid PO will be queried with the supplier and advised that it will not be progressed for processing and payment without a valid PO number.*

1.7 It is the responsibility of the supplier to obtain a PO number at the point of engagement;

- *So that they can provide a valid PO number on their corresponding invoices.*
- *Send all invoices to [apfinance@ceh.ac.uk](mailto:apfinance@ceh.ac.uk) for prompt processing.*

**End of Document**