

No Purchase Order (PO) No Pay Policy

Lichfield District Council (LDC) follows a 'No Purchase Order, No Pay Policy' 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.

What is the No PO, No Pay Policy?

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

Why does LDC follow this policy?

Benefits for Supplier -

- Reduce delays due unnecessary invoice queries
- Speed up payment process & ensure payment is made promptly
- Improve cash flow

Benefits for Council -

- Ensures LDC 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

Who do I submit my invoice to?

ALL invoices must be submitted directly to Accounts Payable; see Contact Details.

An invoice has been returned to me requesting a valid purchase order number to be quoted. How can I obtain this?

You should contact the member of staff at LDC who gave the original instruction to supply the goods/services and ask them to provide a valid PO number. This is a 5 digit number currently beginning "5". When obtained, you should resubmit your invoice, quoting the valid PO number to the Contact Details.

Accounts Payable Contact Details:

EMAIL: invoices@lichfielddc.gov.uk

POST: Accounts Payable, Lichfield District Council, District Council House, Frog Lane, Lichfield, Staffordshire, WS13 6YY

PHONE: 01543 308021

FAX: 01543 308019