

Payments and Ordering

Lichfield District Council (LDC) has a 'No Purchase Order, No Pay Policy' which means that without an official Purchase Order number, payment of invoices could be delayed. Supplier are asked not to accept an order from the Council without an official purchase order number and to always quote the purchase order numbers when invoicing the Council.

Please note: 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.

Benefits of the policy

The policy was introduced to;

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

Invoicing the council

To support this process, ALL invoices must be submitted directly to Accounts Payable at;

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

Returned invoices

If an invoice is returned due to the lack of a purchase order being processed, a supplier should contact the member of staff at LDC who gave the original instruction to supply the goods or services and ask them to provide a valid PO number. This is a 5 digit number beginning "5" or "6". When obtained, the invoice can then be resubmitted, quoting the valid PO number.