

28th September 2017

Ref: Principality 'No Purchase Order, No pay' Policy

To whom it may concern,

As of Monday 6th November, Principality will be operating a policy under which any invoice received without a valid purchase order (PO) reference will not be paid, commonly known as a 'No PO: No Pay' Policy.

As a supplier to Principality it is important that you understand that you must only accept requests to provide goods and/or services which are supported by a PO. The PO number will be printed on the PO sent to you by us as confirmation that the goods and/or services have been properly authorised and can be provided.

All invoices received from Monday 6th November will only be accepted where they refer to a valid PO number. Please send all invoices directly to PBSpurchaseledger@principality.co.uk

The benefits to you are that valid invoices will be matched against POs within Accounts Payable rather than being sent around the office for authorisation resulting in an efficient process with less likelihood of delays.

Unless otherwise stated within our Agreement, our payment terms are 30 days. Should you submit an invoice without a valid PO number, the invoice will be returned to you un-paid.

Should you have any questions, please contact procurement@principality.co.uk

Yours faithfully



M J Doran
Head of Procurement