

Supplier guidance: No PO No Pay policy | Electoral Commission Search

Supplier guidance: No PO No Pay policy On this page No PO No Pay policy If you don't have a PO number Submitting invoices Benefits of the No PO No Pay policy First published: 12 March 2020 Last updated: 16 March 2020 No PO no pay We return invoices unpaid if they don't quote a valid purchase order number. No PO No Pay policy

Whenever you submit an invoice for payment to us, it must quote a valid purchase order (PO) number. If we receive an invoice that does not quote a valid PO number, we will send it back to you unpaid. If we send an invoice back to you You will need to contact the person who requested the goods, services or works. They will provide a valid PO number. You will then need to quote this PO number on your invoice and resend it to us. You must not accept any order from us if an order number is not provided. If you do not obtain and provide a PO number, your payment will be delayed. All our PO numbers are four digits long, such as: PO/1234. Submitting invoices You should submit your invoices to our Accounts Payable team. Our preferred method for receiving invoices is via email to: Accounts@electoralcommission.org.uk If you are submitting a paper invoice, you should send it to: Accounts The Electoral Commission 3 Bunhill Row London EC1Y 8YZ Benefits of the No PO No Pay policy The No PO No Pay policy offers significant benefits to suppliers as well as to us. As all invoices are delivered to a central location, there is one point of contact for any queries (the Electoral Commission Accounts Payable team). There will be fewer payment delays as our teams won't have to raise purchase orders retrospectively. Related content Find our press releases, resources, and media contacts Find out about accessibility and our website Freedom of Information Search our previous FOI responses, and find out how to make a request.