

Purchase Order / Invoices process workflow

Finance Updated 21/04/2020

1. Good/Services required by the department

Please ensure all purchases are planned well in advance.

- Quote requested/approved by the manager/budget holder (above £6,000 incl VAT - MYTenders Quick Quotes Tender exercise)
- Budget availability checked.
- Administrator instructed to raise a requisition.

Note: If you can't locate a supplier on TECHONE, please complete a supplier creation eform (finance portal/forms). Once approved a supplier ID number will be provided.

2. Raise Requisition

- Requisition is raised by the department's administrator and sent to the budget holder for approval.
- If the amount is over the budget holder's limit, it will be escalated to Anil Nagpal, and should be accompanied with an explanatory note.

Note: Please make sure all documents/quotes are attached and narrative is clear and self-explanatory.

3. Get approval from Finance Director

- The budget holder (or administrator) should then send an email to Anil Nagpal **quoting the requisition number** (starting with an "R" in the subject line) asking for permission to approve this purchase and the requisition to be released.

Note: Please explain in your email why goods/services are required, costs involved, impact if goods/services are not provided, which budget is being charged and confirming the budget holder has approved the spend (if the email is not being sent by the budget holder.)

4. Releasing the Requisition

- Once Anil approves the purchase by email, finance will then release the requisition. This generates a PO.
- TechOne (finance system) will automatically email the PO to the suppliers's email address. The administrator who raised it will also receive a copy.

5. Goods/Services received

- Invoice issued (forward all invoices to finance@wlc.ac.uk)
- Please make sure the invoice has a valid PO number. This starts with a "PU".

6. Matching PO to Invoice

- Finance will match the invoice to the PO and then send it to the budget holder for approval/payment authorisation. This will be Anil Nagpal if over the budget holder's limit.

Note: If the invoice doesn't match with the raised PO (10% bench mark), the PO will be amended and sent back to the budget holder for approval.

7. Payment

EHWLC is committed to pay valid and undisputed invoices within 30 days after the correct financial procedures are followed. Failure to do so will result in delays or non-payment of the invoice.

Exceptions when a PO is not required:

- Exams bookings
- Agency staff time for support/teaching - approved through ERR (managed by HR)
- Staff expenses
- Taxi, courier bookings

EHWLC operate a "No PO, no pay" arrangement whereby the invoice will be returned to the supplier unpaid if it does not display an open valid purchase order number. The budget holder may be held accountable for settling those bills that bypassed proper authorisation and control.

Credit card orders: Please send an email to Falguni, f.solanki@wlc.ac.uk with a link for each item. Please specify particulars like quantity, color or etc. Request should be accompanied by budget holder's (email) and Anil Nagpal, COO's (email) approval.