

Annex B



Corporate Services

City of York Council
West Offices
Station Rise
York
YO1 6GA

Date 15 November 2024

Dear Sir/Madam,

I am writing to remind all suppliers of the requirements for invoicing City of York Council. Since January 2013 we have operated a policy of 'No Purchase Order No Pay' which is common practice amongst many businesses and organisations.

The policy enables both a more efficient process within City of York Council and enables us to provide faster payments to suppliers (as within the agreed terms of trade).

Under this policy any invoice received by the council will not be processed unless it contains a valid Purchase Order Number* and where practicable the name of the council officer who made the requisition.

All invoices received that do not contain a Purchase Order will be returned and you will not be paid. If you have an invoice returned, you must contact the council officer who raised the original requisition and request a Purchase Order number. Please do not contact the council's creditor's team as they will not be able to help you, and this will slow down the payments to suppliers who are complying with the official council process.

It should be noted that payment terms and conditions are 28 days from receipt of an invoice with a valid purchase order number*.

Invoices can be sent in hard copy format to:

Invoices at York
City of York Council
PO Box 999
York
YO1 0EG

And in electronic format to: invoices@york.gov.uk

Schools are not part of this process and therefore invoices for goods and services commissioned by schools should continue to be sent directly to the individual schools concerned.

If you have any questions in relation to these procedures please read the FAQ's at www.york.gov.uk in the first instance and if you still have any queries please e-mail these to procurement@york.gov.uk

Yours sincerely

Debbie Mitchell

*** A purchase order number is a 6 digit number prefixed by PO1 or PO9**