



SPT Purchasing and Invoicing Arrangements

No Purchase Order / No Payment

SPT is formalising its Procurement and Finance processes to support a more efficient 'Purchase to Pay' process including the facility to fully electronically process invoices with minimal manual intervention (eInvoicing). It has always been the case that in the main orders for goods/works and services required to be placed using an official Purchase Order from SPT's electronic financial management system, Technology One, however to support eInvoicing this requirement had now been mandated unless alternative methods have been previously agreed or the transaction is specifically exempt from this process as detailed below.

Ordering

The Purchase Order placed will provide details of the requirement, the delivery and invoice address, and will specifically contain the letters "PO" followed by a 6 digit number which must be quoted on any invoice submitted for payment. For some contracts including those of a "Works" nature, the PO number will be provided within the Award Letter and not sent separately.

Invoicing and Payment

All invoices without exception should be sent by email to SPTcreditors@spt.co.uk and not to any individual person. Unless specific contract terms have been agreed, SPT's standard payment terms are 30 days from receipt of a valid invoice, and an invoice will only be deemed valid if in the main a Purchase Order number is quoted upon it. If an invoice is submitted without the correct Purchase Order number it will remain unprocessed unless this number is provided, resulting in an indefinite delay in payment. It is therefore in a supplier's best interests to ensure that they obtain a Purchase Order and that they quote this clearly on their subsequent invoice.

If a Purchase Order is not provided, the supplier should contact the person who gave the instruction for the goods/service to request it.

Exemptions

The undernoted commodity categories are deemed as exempt from this process and a Purchase Order will not be required to facilitate payment:

- Payments to Bus and Taxi Operators
- Cash transactions
- Subscriptions
- Payments to utility companies
- Purchase card transactions
- One off transactions to suppliers not previously used
- Online transactions
- Direct Debits
- Payment of Rates
- Refunds
- Payment of Insurance claims.