

No Purchase Order No Payment Policy

As a supplier of services, goods or works to Brentwood Borough Council (BBC), we request that invoices submitted to us **must** contain a valid 7-digit purchase order number that follows this format: **PXXXXXX**

When you are approached by BBC to supply a product or service, your contact needs to provide a valid purchase order following an acceptance of a quote. Any services, supplier or works should not be provided until a purchase order number has been received

BBC's financial system will automatically email an electronic purchase order. This is emailed to the email address we have associated to your supplier account. If the email address needs updating, please contact creditors@brentwood.gov.uk and this will be duly updated.

If no purchase order has been received, you will need to check with your BBC contact before any orders or works are commenced.

What is the No Purchase Order No Payment Policy?

No Purchase Order No Payment is a widely used method that Brentwood Borough Council has adopted to ensure that the council pays for services, supplier and works received which has been authorised in accordance with the Council's financial regulations and contractual procedures.

As a supplier to BBC, you will need to quote a valid BBC purchase order on your invoice to enable us to process and pay promptly. If the invoice does not quote a valid purchase order, it will be returned and requested for a valid purchase order to be quoted. Under certain circumstances a purchase order will not be required, this would be made clear by your contact when services, goods or works are being acquired.

PLEASE SEND INVOICES QUOTING A VALID PURCHASE ORDER NUMBER TO:

creditors@brentwood.gov.uk

The format of the invoice should be a **PDF**. For reference, our postal address is: Town Hall, Ingrave Road, Brentwood, Essex, CM15 8AY

If you do have any further questions relating to the contents of this letter, please direct them to creditors@brentwood.gov.uk

Kind Regards,

Corporate Finance

Finance & Resources | Brentwood Borough Council | Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY

tel 01277 312 500 | www.brentwood.gov.uk | creditors@brentwood.gov.uk