

Dear All

You may be aware of the recent changes, which require that all invoices will now need to quote purchase order numbers in order to be cleared for payment. There is also a 100% match policy, which means that the item price, including any carriage charges on the invoice, must match 100% against the purchase order to be paid.

This change in payments will directly impact iProc E-Catalogue purchase orders as these are automatically raised and sent directly to the supplier once approved, without intervention by the procurement team. At the moment, carriage charges are regularly missed out and not included on E-Catalogue purchase orders. As the 100% purchase order match is implemented, invoices not matching will not be paid and will be returned to the supplier. Non-payment of invoices could affect future deliveries, have trust accounts put on hold, or even account suspension from our suppliers.

Therefore, with this in mind, as of 1st July 2015 all iProc E-Catalogue requisitions which do not include a carriage charge line when applicable will be cancelled and returned to the requisitioner. The requisitioner will then need to add the carriage line onto the requisition and resubmit for approval. This means no invoice payments are delayed unnecessarily, and trust accounts are not likely to be put on any restrictions due to missing carriage lines.

How to search and add carriage lines on E-Catalogue

Carriage charges are not automatically added onto E-Catalogue requisitions but requires the requisitioner to add the line manually by searching for the supplier carriage line.

If carriage charges apply for a supplier it is detailed in the Comments section on every e-catalogue line, and to find and add a carriage line is the same format for every supplier – the first four letters of carriage followed by the first four letters of the supplier (e.g. carriage line for Alexandra is CARRALEX, carriage line for Graham Gardner is CARRGRAH etc). Only one carriage charge applies for the whole of the requisition for that same supplier.

We hope you understand the need for this important change but If you require any help or have any queries please do not hesitate to contact the procurement team.