



## No Purchase Order, No Pay Policy

Supplier invoices without a proper purchase order number require significant manual intervention, increase processing times and put the supplier at risk of late payment or not being paid at all.

This policy is to advise all employees and suppliers that Algeco is not responsible for any purchases or requests placed without an official purchase order unless subject to the following exceptions:

- Expense transacted by approved payment card
- Out-of-Hour's emergency property repairs directly instructed by the Algeco Properties Director or Regional Director/Head of Operations
- Where an agreement is in place for delivery of specific goods and/or services, duly signed by an Algeco UK Limited or Modulaire Group company director

No delivery of any goods or performance of any services may be undertaken until the supplier has receipt of the official Algeco purchase order. Algeco employees quoting a purchase order number over the phone **must not** be accepted, neither should Algeco employees calling into collect goods from supplier's premises (over the counter) as this may not be duly authorised within the Algeco. Names, temporary numbers or the promise of an official PO number (to follow) **must not be accepted**.

Suppliers must have a PDF (electronic) or hard copy of the official Algeco purchase order, otherwise run the risk of not being paid.

If a supplier is unable to deliver the goods, perform the service specified in accordance with the delivery date stated or programme of work agreed, it is their responsibility to communicate this matter to the department or personnel requesting those goods or services.

Suppliers are not to provide substitutes for any goods or services detailed on the purchase order without prior written approval from the department or personnel requesting those goods or services.

The pricing detail quoted on the purchase order must be adhered to unless prior written approval is gained, and an amended purchase order is received. If the pricing detail is incorrect, this must be raised immediately to personnel requesting those goods or services in order for this to be rectified. No goods should be dispatched, or services should commence until the new PO has been received.

The purchase order number must be stated on all delivery notes, packing slips and printed clearly on the face of all invoices to enable proper and timely payment. Deliveries must be made to the 'ship to address' specified on the purchase order. If this is not clear, suppliers must raise this immediately with the requestor.