



CHANGES IN INVOICING PROCESSES

The University of Essex is transforming the way it processes invoices. From September, we will be utilising a new invoice scanning solution through Proactis.

The first phase of this project is the implementation of a no PO no pay policy. This means that all orders for goods and services for the University of Essex must be supported by a formal Purchase Order, with the exception of orders which are transacted against a University of Essex Purchasing Card.

Please note that with effect from **1st September 2020** the University of Essex will only be able to pay invoices, which quote an official order number. Any invoices without an official order number will be returned to you, delaying payment.

Please note that any request for goods or services made without an official purchase order number is not authorised by the University of Essex regardless of the source of the request.

Please ensure you receive an official order before commencing work or delivery. An official order will be issued via our finance system.

Acceptance of orders without a formal Purchase Order could result in delayed payment, or dispute over goods received; Therefore in the interests of both parties, I would very much appreciate your cooperation in achieving compliance with University policies.

The key objective of this project is to improve payments to our suppliers ensuring they are paid on time with minimal delays and also providing them innovative alternatives to traditional paper based invoices including the ability for suppliers to easily “flip” orders into invoices.

We intend to communicate regularly with about this project to ensure you are fully aware of progress and any changes in policy.