

Aurora

No Purchase Order, No Payment Policy

The Aurora Group is committed to improving the way that it buys goods, services and works, and operates a No Purchase Order, No Payment (No PO, No Pay) Policy.

No PO, No Pay ensures that goods, services and works are only delivered to us that have been ordered in accordance with our procurement procedure, and properly authorised by an employee with authority to make a commitment on behalf of the Group. Payments are only made to suppliers and contractors where the supplied invoice references a valid official purchase order (PO) number and matches the information contained therein (unless a pre-agreed exception applies – see below)

No PO, No Pay works by requiring all invoices submitted by suppliers and contractors to contain an official PO number **AND** match the information contained within the PO. In all but exceptional circumstances the PO number will be:

- Generated from the Aurora Group ordering system, FocalPoint
- Provided to the supplier or contractor **before** making any deliveries

Suppliers must not, under any circumstances, accept any verbal or written order from an Aurora Group employee unless a valid PO is given

Exceptions:

- Employee Expenses
- Online purchases made with a Company Credit Card
- Payments to or on behalf of public bodies - this refers only to non-procurement related payments.
- Rent and Utilities
- Other exceptions as defined by Finance

N.B. Invoices received by the Financial Operations Team without a valid PO number and which do not match the information in the PO will be returned to the supplier and may severely delay payment to the supplier or mean no payment at all.

Benefit to Aurora:

This policy serves to channel company spending through appropriate approval routes enabling accurate timely reporting, budgeting and forecasting across the Group. It enables the Group to process invoices efficiently thus ensuring a positive payment profile with suppliers/contractors.

Supplier benefit:

This policy ensures that suppliers only engage in business transactions when a purchase order is presented to them. It assures the supplier that it is safe to commit their resources to fulfilling the order while adhering to Aurora's **Purchase Order Terms and Conditions**.

For further information please see the rest of our website or if you have any specific questions then please email them to finance@the-aurora-group.com.