

Our new purchase ordering and payments process

Arranging the purchase

You are likely to be contacted by the Isle of Wight Council or one of its agents before a purchase is made from you. This will confirm the goods/works/services and costs with you. These details are used to create an official purchase order. Your details must be on our purchasing system before we can buy from you.

Purchase orders (POs)

The purchase order (PO) will be sent either by email or by post. This applies to all purchases, including emergency work. An example of our PO is shown on the reverse of this leaflet.

Checking the PO

When you receive a PO you must check the details carefully.

- Are your details correct?
- Is the description of the goods/works/services you are supplying correct?
- Is the price correct?
- Is the delivery address and date of delivery correct?
- Are the delivery instructions clear?

Once you have checked the detail of the PO, any queries you have should be raised with the contact person detailed on the PO.

Sending invoices

All invoices must quote the PO number and be sent directly to the post office box address quoted at the top of the PO.

Payment

The PO number is used to match your invoice with the PO. Where there is a match and the delivery of the goods/works/services has been confirmed, the invoice is automatically paid within the standard payment terms. If invoices do not match, they have to go through additional approval steps and may take longer to be paid. Payment will be made by BACS.

To avoid delays in payment, never:

- Accept a request for goods/works/services without receipt of a valid Isle of Wight Council purchase order
- Send an invoice to the Isle of Wight Council without a valid PO number on it
- Accumulate invoices – send invoices as soon as possible after despatch of goods or the provision of works/services
- Accumulate charges – do not include amounts from more than one PO on one invoice
- Use prices, quantities or descriptions that differ from those on the PO
- Submit invoices which in total are in excess of the PO value without this being agreed with the purchaser in advance

How to help us pay your invoice on time

Check list to set out the points you need to remember to minimise delays in payment of your invoices.

Please read carefully and follow the guidelines.

To help us pay you on time, always:

- Submit original VAT invoices, at the correct VAT rate (unless you are not registered for VAT)
- Ensure quantity and pricing on your invoice is listed line by line consistent with the purchase order
- Ensure descriptions of goods/works/services match with the purchase order
- Include the address to which goods were despatched or services provided
- Retain proof of product/service delivery in case of query
- Include the following on your invoices;

The Isle of Wight Council PO number

The Isle of Wight Council as addressee

Your invoice number

Your VAT number

The net, VAT rate, VAT amount and gross amount

The tax point (date invoice raised)

- Correctly address your invoices to
Invoices Isle of Wight Council
PO Box 108
Sandown
PO36 6BL

Understanding our purchase orders (PO)

Below is an example of a Isle of Wight Council purchase order, with an explanation of the information it contains:



A guide to the Isle of Wight Council's purchase ordering and payments process

Help us to pay your invoice on time

PO number used to identify this purchase. This number must be quoted on each invoice for this purchase. If not quoted your invoice will be returned

Isle of Wight Council VAT number

Company name and address

Address to deliver your products/ services

Quantity of items requested

OFFICIAL PURCHASE ORDER  **ISLE of WIGHT COUNCIL**

PURCHASE ORDER NUMBER: 1234567890 Page 1 of 1

VAT REGISTRATION NO: GB 108 3668 65 Invoices quoting purchase order number to:

A. N Other
Street
Town
Country
Post Code

Isle of Wight Council
PO Box 108
Sandown
Isle of Wight
PO36 6BL

Please deliver to:
The Post Room
Isle of Wight Council
High Street
Newport
Isle of Wight
PO30 1UD

PO date: 09/02/2009
Contact: An employee
Email: employee@iow.gov.uk
Tel: (01983) 821000

Vendor no: 123456789
Payment terms: 30 days net
Contract ref: CXO 13456YY

Item description	Quantity	Unit of measure	Delivery date	Unit price £.pp	Total price £.pp
Fax machine	1.00	each	9/2/2009	500.00	500.00
Blue biros	100	each	9/2/2009	1.00	100.00
All prices exclusive of VAT				Total £	600.00

All invoices, delivery and any correspondence must quote our purchase order number. Unless otherwise agreed, this purchase order is subject to the Isle of Wight Council's standard terms and conditions of purchases for goods and/or services. Copies of which can be viewed at www.iowight.com/council/procurement or by phoning the contact number above.

Postal address for this purchase order

Name and contact details of the person buying your goods and services

Date the requestor would like the products/services delivered

Price per item

Total value of this purchase order