

30 January 2017

Dear Supplier,

Payment of Supplier Invoices from 1 February 2017

You have been sent this letter because you have supplied goods or service to the Whittington Health NHS Trust.

I would like to remind you that the Trust requires that goods or services supplied must have an official purchase order (PO) number which is to be printed on all correspondence; and to notify you that with effect from 1st February 2017, the Trust will not pay any supplier invoices that do not quote a valid purchase order number unless expressly exempt. We will return invoices without processing or recognising them if they do not state the PO Reference; and will rely on this communication and our Terms and Conditions of ordering to support this.

A significant proportion of the invoices submitted to the Trust have not included reference to purchase orders, or where the invoice predates the purchase order. We wish to ensure that financial processes and controls continue to operate effectively, while also fighting fraud in the process.

To this effect, we have reminded all staff that all requests for items of expenditure (unless exempt) should be supported by a purchase order. Under no circumstances should any supplier accept any verbal or written order from any member of the Trust's staff if it is not accompanied by a valid purchase order.

In addition, we are informing you that no automatic price increases or inflationary uplifts will be accepted unless previously discussed and agreed with our procurement team, and signed off by Finance.

Yours faithfully,



Stephen Bloomer

Chief Finance Officer

