**Do you order goods and services?**

If the answer is yes, are you ordering them in the correct way?

Unfortunately, some people don’t and as a result, the Trust is refreshing its Purchase to Pay (P2P) governance.

**What does this mean?**

It is Trust policy that goods and services (with a short list of exceptions) must be ordered in advance of receipt via an official Trust Purchase Order which has been raised on Pecos using the Requisition process. It is then a requirement that when the supplier sends us the invoice, that they quote the purchase order number on it. Without this, the Finance Team cannot make the payment.

To date, a high volume of invoices are being received from suppliers who do not have a purchase order (E.g.: 325 between May – July alone). When these are received, to ensure that the suppliers are paid swiftly, the Finance Accounts Payable Team (AP) are contacting the department/division in question to rise a requisition to enable a purchase order to be issued retrospectively. The invoice is then paid against that order. As of 01 November 2021, this will no longer happen. From this date, any invoice received that does not state a Trust order number will be returned to the supplier unpaid. All existing Trust suppliers have been notified of this by letter. In addition, anyone not following the correct ordering process (I.e.: Ordering goods/services verbally or by e-mail and raising a requisition retrospectively) will be required to attend the Audit Committee to explain why.

**What if you have an urgent requisition?**

There is a quick guide available in the PECOS & PPS guidance documents titled Expediting a requisition in to a Purchase Order for UOR (Urgent Operational Requirements) that explains the process of approving urgent requisitions.

**Do you need Pecos training?**

Are you someone who raises requisitions retrospectively or struggles with other P2P processes such as receipting? If so, Pecos eLearning and Quick Guides can be found here:

<https://my.northmid.nhs.uk/procurement>

If you need more bespoke or one to one assistance, please contact the Procurement helpdesk on **020 3322 1935**, at [www.nhspps.uk](http://www.nhspps.uk), or by e-mail: helpdesk@nhspps.uk.

The Finance Accounts Payable Team can be contacted on: nmu-tr.AccountsPayable@nhs.net