

No Purchase Order (PO) No Pay Policy For Suppliers

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No Purchase Order (PO) No Pay Policy

Upfield's **No PO No Pay policy**, effective June 28, 2023, has clear benefits for both Upfield and suppliers. A PO ensures appropriate management approval and full compliance with all Upfield's policies and guidelines, which results in payment being made on-time and with less manual involvement.

All suppliers will now have to request a PO from their Upfield business partners, and include this on the invoice that is sent for payment of goods and services that are accepted by Upfield. Invoices received without a PO number **will not be processed** and you will be requested to have the PO added onto the invoice before it's re-submitted. This could result in a delay in the payment process.

Upfield PO numbers will be communicated to suppliers by email. To facilitate on-time payments, Upfield strongly encourages using the electronic invoicing systems; Tungsten (Europe, USA, Canada & Australia) and EDICOM (Mexico, Colombia, Ecuador and Peru). For more information on "How To Invoice Us" please visit our [supplier centre page](#).

Exceptions to the policy

There are exceptions to the **No PO No Pay policy** where invoices can be processed and paid without the use of a PO. The exceptions to the policy are limited to the following categories:

- Utilities (i.e. Gas, Electric, Water)
- Payments to or on behalf of Public Bodies, Regulators, Government and Levies
- Insurance, Pension Fee and Investment
- Charity and Donations given to a non-profit organisation

If your invoice falls into any of these categories, you can submit your invoice for payment without having a PO on the invoice.

If you have any concerns or questions regarding the **No PO No Pay policy**, please contact your Upfield Procurement Contact.