



THE BRITISH LAND COMPANY PLC

No Purchase Order No Pay Policy Supplier Guidance

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Owner: Ginny Warr, Head of Procurement



1. Purpose

British Land (BL) takes a commercially responsible approach to all its expenditure decisions. We encourage innovative approaches to Procurement activities to ensure that we continue to deliver Places People Prefer. We champion a consistent company-wide approach to Procurement and Payment of third party invoices to ensure quality is maintained and business efficiencies are optimised.

2. Application

This policy applies to all employees and contractors of British Land committing company funds and the guidance notes provided within this document apply to all British Land approved suppliers.

3. BL responsibilities

It is the responsibility of all BL employees to ensure that a valid purchase order (PO) is in place, to cover any request to a third party to supply goods and services.

Where BL employees are appointing third parties to procure on their behalf, it is essential that such third parties are made aware of this policy and other relevant policies and that they are adhered to.

4. Third parties/supplier responsibilities

It is the responsibility of all suppliers to ensure that they are in possession of a valid British Land PO number, prior to the delivery of goods and services. If a supplier chooses to perform the delivery of goods and services without a valid PO, then they do so at their own risk.

Suppliers are required to reference the relevant purchase order number on their related invoice to ensure that payment can be made by BL.

5. Policy exceptions

The following types of expenditure are the **only** exceptions where British Land will accept invoices for payment without a supporting PO:

- Utilities (e.g. water, energy, phone tariffs and phone lines)
- Planning fees and grant payments
- HMRC payments (e.g. SDLT, VAT, Corporation tax)
- Regulatory authorities (e.g. building regulation fees, CRC fees)
- Rating authorities (e.g. void unit business rates)
- Local authorities (e.g. CIL costs)
- Payments covered by Treasury policy (e.g. relating to debt and interest)

6. Invoice submission requirements

All invoices being submitted to BL for payment must be presented in the following way to enable payment terms to be met:

- Send all invoices to payment.operations@britishland.com - we do not accept invoices submitted by post
- One PDF for each invoice with the file name to include the invoice number



- Please do not submit any invoices to the British Land employee/third party who requested the goods or services as this will delay payment

Each invoice must include:

- A valid PO number, which can be recognised as starting 'BL' followed by 7 numeric digits (e.g. BL1000123) – this must be included on the invoice.
- The full legal name of the entity being invoiced (which should match the provided PO if applicable)
- The full legal name of your company, company address and VAT number
- Contact details of your finance team, in the event of any queries relating to your invoice
- Your bank account details: Payee, Bank, Sort Code and Account Number
- An invoice number with no spaces
- An invoice date and due date

Failure to provide any of the above information will lead to delays in payment

7. Invoice disputes

If a dispute arises in relation to an invoice, BL will seek to resolve the dispute within 30 days. If this is not possible then the supplier will be notified with an explanation of the reason for the delay and a contact at BL who is responsible for resolving the dispute.

If you have any further questions regarding invoice submission or payment then please contact Payment Operations at payment.operations@britishland.com or telephone 0207 467 2824.

8. Invoice approval

All invoices must be approved by the BL commissioning party before payment will be made. This can be done either by through issuing a receipt note or approving the invoice. Both of these tasks must be performed directly through the BL P2P system (Proactis).

Any invoices received without a valid PO number will be returned to the supplier unpaid. In this case suppliers will be advised to resubmit the invoice quoting a valid PO number as provided by British Land.

9. Invoice settlement

Provided that all conditions are met in accordance with section 6 – and no dispute is raised, invoices will be paid within the agreed terms.

Frequently asked questions

Q. What is the No Purchase Order No Pay policy?

The No Purchase Order, No Pay policy is an integral part of the financial control mechanism used by British Land. It helps to ensure that all expenditure is properly authorised throughout the organisation and is recorded correctly enabling good quality expenditure analysis.

The policy requires all third party suppliers to receive a PO before they supply goods or services. Any invoice received that does not quote a valid PO number will not be processed and will be returned to the supplier unpaid.

Q. Why implement this policy of No PO, No Pay?

For suppliers, by introducing POs, we will improve the quality of our work commissioning instructions resulting in improved quality and performance of goods and services. It will also create a more streamlined process for payment of invoices within the agreed terms of business.

Q. Will the supplier be paid any quicker if I quote a PO number?

Yes - British Land standard payment terms are 30 days from receiving an invoice quoting a valid PO number. Where the invoice matches, or is under the value of the purchase order, and the work has been receipted, then payment will be made on the next available payment run, currently once a week.

Invoices received without a valid PO will be returned to the supplier unpaid.

Q. How will I recognise a valid Purchase Order number?

British Land's PO numbers are a seven-digit number starting with a 'BL' (e.g. BL1000123).

Q. How do suppliers receive a copy of the Purchase Order?

The purchase order system holds email addresses for all suppliers. During the purchase order creation process individuals raising the PO will have the opportunity to add an alternative/additional supplier email addresses. Once the PO has been internally authorised a copy of the purchase order document will be automatically emailed to the supplier.

In addition to this automated process individuals raising the PO may also chose to communicate the PO number separately to the supplier.



Q. Do we send out any legal terms with our purchase orders?

All POs reference the British Land Standard Terms and Conditions for goods and services with a link to the terms that are hosted on our britishland.com website. This allows British Land to update these terms from time to time. This is standard practice.

The PO document states that if specific contract terms have already been signed by the supplier with BL, then these will take priority.

Q. An invoice has been returned requesting a valid PO number. What do I need to do?

The supplier should contact the member of British Land staff, or third party acting on our behalf, who gave the original instruction to supply the goods/services and ask them to provide a valid PO number. The need to do this can be avoided in future by requesting a PO number before the provision of the goods and services.

A PO will need to be created by member of British Land staff, or third party acting on our behalf and a PO number issued to the supplier. Once a valid PO has been provided the supplier should send the invoice, which includes the valid PO number to payment.operations@britishland.com.