

Dear Sir/Madam,

20 September 2016

Re: No Purchase Order - No Payment

We hereby wish to inform you that Maidstone and Tunbridge Wells NHS Trust has established a payment process where all invoices for goods and services must have a valid Purchase Order. We have introduced a “**No Purchase Order - No Payment**” policy.

- Purchase order numbers must be obtained for all goods/services supplied to us prior to the delivery of the goods or commencement of service.
- All invoices must quote the purchase order number.
- All invoices must be addressed correctly to Maidstone and Tunbridge Wells NHS Trust and be sent directly to Accounts Payable:
 - by email mtw-tr.Payables@nhs.net or,
 - by post to:
Maidstone and Tunbridge Wells NHS Trust
Accounts Payable
Maidstone Hospital
Hermitage Lane
Maidstone
Kent
ME16 9QQ
- Invoices should not be raised until the goods/services are complete.

This pre-approval process has the benefit of providing you with the assurance that an order has been approved before it reaches you. Also, you will receive all the necessary information to minimise the risk of extra administration and payment delays.

Any invoice which does not comply with our requirement will be return to you, as we are unable to process it without a valid purchase order.

We thank you for your cooperation. Should you have any query in regards to this communication, please do not hesitate to contact us - mtw-tr.Payables@nhs.net.

Yours faithfully,
Accounts Payable