

IMPORTANT



University Hospitals Sussex
NHS Foundation Trust

26th January 2024

Dear Suppliers/Providers,

You are receiving this letter as you are registered on our electronic ordering system as a supplier of goods and/or services to University Hospitals Sussex NHS Foundation Trust (UH Sussex). Our Trust follows a strict 'No PO, No Pay' policy which means that in order for your invoices to be processed and payment to be made, a valid purchase order must be issued by the UH Sussex **before** the goods or services are provided/rendered.

The 'No PO, no Pay' policy was implemented several years ago to ensure better control and transparency in our procurement process as it help us maintain accurate records of all transactions and avoid any discrepancies or unauthorised purchases. As a publicly funded organisation, UH Sussex also has a duty to ensure effective and appropriate financial stewardship of public funds. Our Trust is only committed to and able to process payment once the appointed delegated authority within our organisation has approved the purchase order being placed. By requiring a purchase order, we can also ensure that the goods or services received match the agreed-upon terms and conditions.

As a reminder, all deliveries (including boxes, crates etc) must be labelled with a valid purchase order number, the shipping address (such as main stores) **and** delivery notes must be accessible on the outside of the boxes/crates. Failure to include this information may result in receipting errors, incorrect invoice reconciliation and subsequent protracted payment. Any invoices received without a corresponding purchase order will not be processed for payment and placed on hold/contested. Retrospective approval processes, which can take a significant amount of time, would need to be applied.

We recognise that not all suppliers may have been informed of this policy and therefore this communication is intended to ensure that we are all aligned. If you have any questions or concerns regarding this policy, please do not hesitate to contact our Finance or Procurement department. We will be happy to assist you and provide any necessary guidance.

As a reminder, all invoices requiring payment by the Trust should be sent directly to the accounts payable team at uhsussex.invoices@nhs.net (note this address **should only be used** for the submission of invoices). To contact the accounts payable team please email the team at uhsussex.payable.accounts@nhs.net

Important Update! From Thursday 8th February you will no longer receive our Purchase Orders and remittances from the current email address wfbshubsprd@lhr.opc.oracleoutsourcing.com

The **new email address** you will see is uhsussex.ebsprod@nhs.net If you are expecting to receive anything from us, please check your junk email box and make this new email address a safe and verified email from which you will receive our purchase orders and remittances.

We value our business relationship with your company and appreciate your continued support.

Kind regards,

Savita Mace

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Chief Procurement Officer – University Hospitals Sussex NHS Foundation Trust