

Hilary Talbot

From: Callow, Paul (Manx Telecom) <Paul.Callow@manxtelecom.com>
Sent: 12 April 2019 08:22
To: Hilary Talbot
Subject: Manx Telecom Purchase Order and Payment Process

Dear Supplier,

Manx Telecom are re-in forcing our invoice payment process, this is largely automated, in order to help reduce payment delays please ensure the following steps are adhered to.

- **Purchase Orders** - Please ensure that you have a valid purchase order for the Goods / Services you have been requested to provide **Before** supplying the Goods / Services requested and this order number is detailed on your invoice. We are unable to process an invoice for payment if there is not a valid purchase order number.
- **Invoice Value** - We can only pay invoices to the value of the purchase order, it is important to ensure that the invoice value does not exceed the purchase order value. Please ensure you discuss any variations in the value with either Manx Telecom Finance, Procurement or your regular Manx Telecom operational contact and that you have a new or amended purchase order for the variation before providing the Goods / Services or submitting an invoice.
- **Contact Details** – We can only pay invoices to the account details we hold on record, should any of your contact or Bank details change please advise us of these changes on company headed paper.

Going forward and with effect from the 17th April 2019, in the absence of a valid purchase order from Manx Telecom we request you contact Manx Telecom Procurement on procurement@manxtelecom.com to seek advice on how to proceed.

Where the spend is under £100 Manx Telecom requestor must provide a low value purchase order (LVPO) reference in the form of AA/BB/00000 and based upon the criteria below where:

- 'AA' is either the initials or full name of the Manx Telecom purchaser,
- 'BB' is their department code
- '00000' is an internal budget allocation code (the number of digits may vary)

Please ensure you send all invoices, invoice queries, credit notes and statements to:

invoices@manxtelecom.com

This information is specific to invoices addressed to Manx Telecom Trading Ltd. If you do not follow the guidance above there is a risk that your invoices will be delayed in payment or rejected and returned to you.

We would like to thank you for your continued support as this will assist in greater accuracy and faster payments

Best Regards

Paul

Paul Callow

Procurement Manager

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