



# No Purchase Order (PO) No Pay Policy

14-Oct-2024



## **No Purchase Order (PO) No Pay Policy**

Flora Food Group has re-launched “No PO No Pay” policy effective April 15, 2024.

This policy has clear benefits for both suppliers as well as for Flora Food Group. A PO ensures appropriate management approval and full compliance with all applicable laws and Flora Food Group policies, which results in on-time payments and less manual involvement.

All suppliers will now have to request a PO from their Flora Food Group business partners, which then needs to be included on the invoice that is sent for payment of goods and services that are accepted by Flora Food Group. Invoices received without a PO number will not be processed and a return communication will be issued for you to provide the PO. This could result in a delay in the payment process.

Flora Food Group PO numbers will be communicated to suppliers by email. To facilitate on-time payment, Flora Food Group also strongly encourages the usage of electronic invoicing supported by our partners – Tungsten (Europe, USA, Canada & Australia), EDICOM (Mexico, Colombia, Ecuador and Peru)

### **Exceptions to the policy**

There are exceptions to the ‘No PO No Pay’ policy where we allow invoices to 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

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