**No PO No Pay**

Glasgow Caledonian University has a new ‘Purchase to Pay’ process in order to support more efficient invoice payments. The ‘No Purchase Order No Payment’ policy was introduced in 2022.

The majority of University orders for goods and services or works will be placed using an official purchase order from GCU’s electronic procurement system, PECOS.

Purchase orders generated by the University’s eProcurement system will be submitted to suppliers prior to the delivery or receipt of goods, services or works to the University.

The purchase order placed will provide details of the requirement, the delivery location, invoice address and will contain a 3-4 letter, 6-digit purchase order number (GCU123456) which must be quoted on any invoice submitted for payment.

**Where an invoice is submitted without a purchase order number, it will be returned to the supplier and remain unprocessed unless or until this purchase order number is provided. This may result in a delay in payment.**

If you have any questions regarding PECOS or the No PO No Pay process, please get in touch by sending an email to [NoPONo Pay@gcu.ac.uk](mailto:NoPONo%20Pay@gcu.ac.uk)