



PMG Services (Bristol) Ltd
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Subject: Implementation of “No PO, No Pay” Policy 1 April 2021

Dear Supplier,

This letter is to advise you that from 1st April 2021, PMG will be strictly enforcing its policy that all goods and services ordered from our external suppliers must be based on an approved Purchase Order (PO).

In addition, from this date, PMG will only be accepting invoices or statements via e-mail. Our email address is accounts@pmgservices.co.uk.

PMG has a strict “No PO, No Pay” policy that is being implemented, which means that referencing a purchase order is mandatory when invoicing.

Please make sure that you as a supplier always ask PMG to raise a PO as soon as we place an order and ensure that you have received a PO from PMG before providing any goods or services. Without a PO, the supplier is taking the risk that it may not be paid for goods or services provided.

For your information, when a PO is approved internally it will be sent via e-mail to the contact provided by your company or communicated over the phone.

As a reminder, your company must ensure all contact information and banking information are accurate.

This policy has clear benefits for both PMG and our suppliers. The pre-approval process assures the supplier that the order has been approved by an appropriate PMG employee before the order reaches you. It also ensures that a supplier receives all the necessary invoice information which minimizes the risk of extra administration and payment interruptions.

We thank you for your co-operation,

PMG Services (Bristol) Ltd