

Procurement Newsletter

August 2023

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Procurement Newsletter

We are the Post Office and there is no-one like us. From our travel and financial services, passports to postage, the Post Office network is serving communities across the UK. We have a network of more than 11,500 branches across the UK and every one of our branches is at the heart of its community.

We are introducing a series of quarterly newsletters to our Supplier partners to:

- Raise awareness of our values and the subjects that matter to us.
- Provide news, information and training that will help you to do business with us.
- Help you find opportunities to work with us as we grow and change for the future.

Renewing and Maintaining Company Information

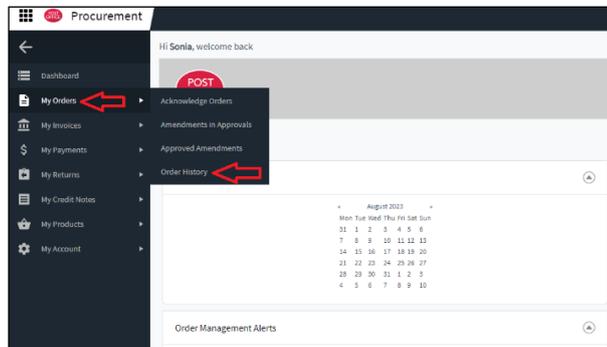
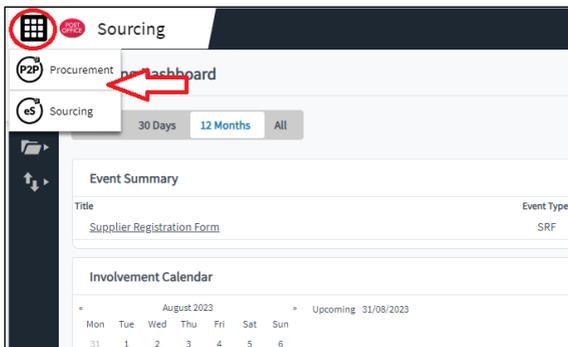
Some of the standard company information that is submitted in our Supplier Registration form (SRF) will require annual updates, such as insurance documents, accreditations. The system will send automated messages to remind suppliers that their information will expire 14 days prior and then weekly reminders will be sent.

For us to keep in contact with you, and to continue doing business with you in an efficient manner, we need to be able to contact you. We often find that as personnel in supplier companies change, they may fail to keep contact information updated on our system. This causes them to miss important messages from us and not receive invitations to take part in events.

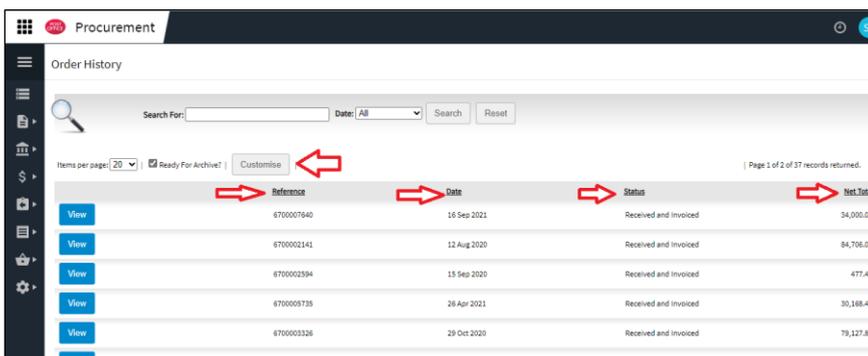
We recommend that suppliers create a generic email address as an identity on our system (i.e., sales@ company.com or bids@ company.co.uk, accounts@ company.org) which will be unaffected by staff changes. This will can guarantee that the supplier will be able to get back into our system to make updates.

Did you know that you can view Orders and Invoices online?

There are 2 modules - Sourcing (which is where we ask you to take part in tenders and quotes) and Procurement (where purchase orders and invoices are processed). If you see the “waffle” (9 dots in the top left corner) you have access to both modules. You can click on the waffle to move between modules. Once you are in Procurement you can see any orders placed with your company by looking at Order History.



Whenever you are presented with a list in the system you can “Customise” your view by adding or removing columns. If a heading is underlined, you can click on it to sort the list (smallest to largest and/or largest to smallest) or alphabetically (A-Z and/or Z-A).

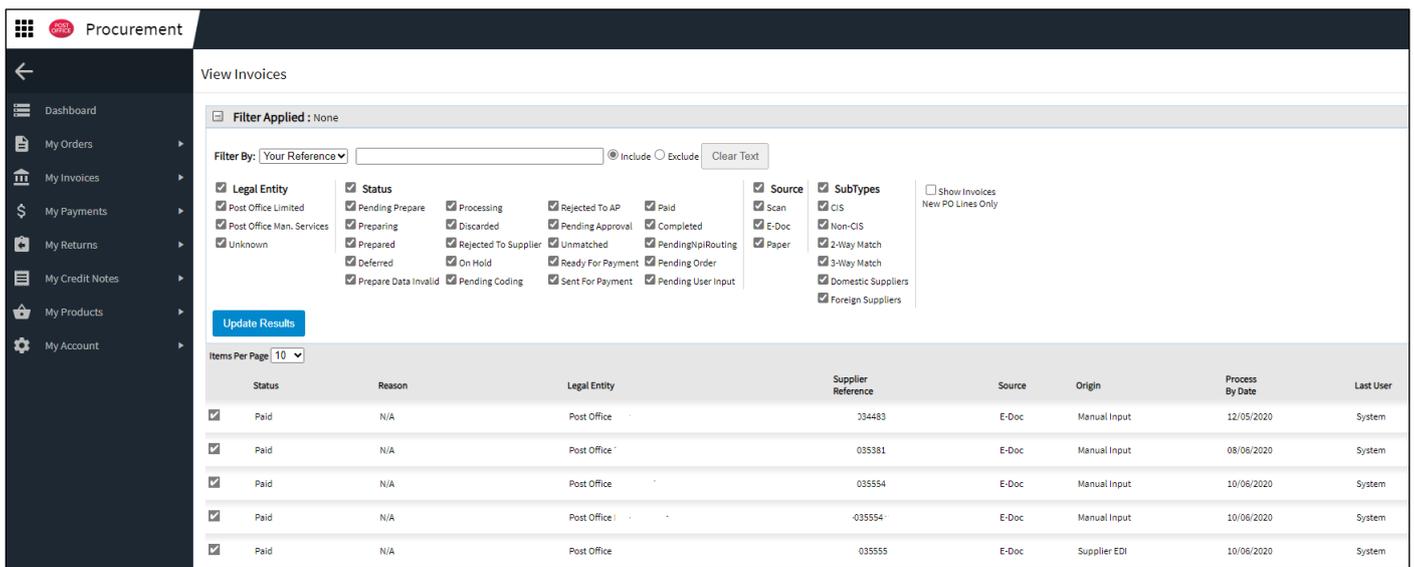
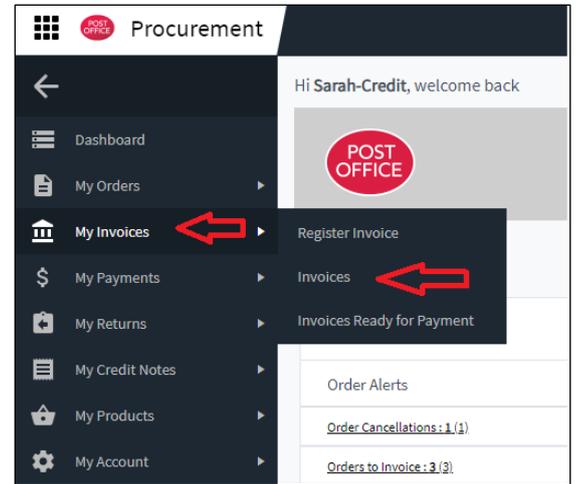


Finding your Invoices

You can search for your invoices and view their status, see which are ready for payment and expected payment days. There is a separate function on the menu to view Credit Notes and the Payments that have been made.

Invoices can be filtered by several criteria and you can also reach using your Invoice number.

When you view the invoice you can see the time remaining until the processing due date, the order it relates to, a scanned copy of the invoice, plus any notes.



Additional Resources

Guidance on the how to use the system - corporate.postoffice.co.uk/en/governance/our-suppliers/web3-training-documents/

Advice on Invoicing - <https://corporate.postoffice.co.uk/media/ptbhwz4q/procurement-newsletter-february-2022.pdf>

Who do I contact for help?

Please read the guidance on our website <https://corporate.postoffice.co.uk/en/governance/our-suppliers/working-with-us/>

If you require any further advice please contact procurement@postoffice.co.uk

