**Raising a PO to allow a supplier to invoice the Trust**

1. Once the contract/contract variation/waiver has been signed, a requisition (request for a Purchase Order number) can be raised on Oracle by the service (48 hours). SBS may/will request a copy of the signed contract or variation to do this.

2. The requisition will be approved internally. This needs to be followed up by the Service, providing any details necessary to the final authorised manager/director to ensure there are no unnecessary delays. (up to 10 working days)

3. Once approved, SBS will generate a PO and send to the supplier. It can take up to 5 working days for a PO to be generated.

4. Once the PO has been received by the supplier, this is confirmation of the order. The supplier will then raise an invoice, stating the PO number on the invoice, and sent to SBS for processing and payment.

5. Please **do not** ask the supplier to raise invoices without a PO, this will cause delays to payment and they will be asked to submit an amended invoice with the required information.

| Contract Completed | Requisition sent to SBS  48 hours | Requisition approved  10 working days | PO generated  3 working days | PO sent to supplier |

**Technical step by step guidance on how to navigate Oracle/SBS to raise the PO is available on the Procurement Home page of the Intranet**