R&Q

No PO, No Pay

From 1st January 2023 R&Q will be implementing a "No PO, No PAY" policy. This means that when you invoice for goods/services, you must quote a valid Purchase Order (PO) number on all invoices, in order for the invoice to be paid promptly.

The purpose of this policy is to enhance our Procurement process and expense tracking. Through this transition period of installing our new policy, we are encouraging all vendors to begin requesting valid POs from R&Q staff for any orders with immediate effect, in order to make the transition of the "No PO, No PAY" policy as seamless as possible.

If you are invoicing us from 1st January 2023 and did not receive a PO number when the order was taken, please contact your point of contact providing details of the order that needs to be invoiced and request a PO number before you send an invoice for payment. If you send an invoice to us without a PO number we will not be able be able to pay you promptly and will ask you to follow this process to obtain a PO number.

Please submit your invoices promptly for any orders or services provided for the year ended 2022 to avoid delays.

Introducing this policy will allow R&Q to streamline its finance processes for the payment of invoices allowing us to pay all vendors promptly and efficiently.

We also ask that you complete the New Vendor Request form to ensure all your company details are up to date for the migration over to SAP. Please return this no later than 9th December 2022 and return to the procurement email address procurement@rqih.com

How to ensure your invoices are compliant

You should ensure that you are provided with a PO number which will start with 450000000 when you accept an order for goods/services. If you accept an order for goods/services from R&Q without a valid PO number this will result in delay/rejection of your invoice.

Further information

If you have any further questions regarding the "No PO, No PAY" you can contact R&Q procurement team via email: procurement@rqih.com

Alternatively, you can visit our FAQ page https://www.rqih.com/working-with-r-q/ for further details.