



Effective June 24, 2020

No Purchase Order (PO) No Pay Policy

Upfield has re-launched “No PO No Pay” policy effective June 24, 2020.

This policy has clear benefits for both supplier as well as for Upfield. A PO ensures appropriate management approval and full compliance with all applicable laws and Upfield policies, which results in on-time payments and less manual involvement.

All suppliers will now have to request a PO from their Upfield business partners, which then needs to be included on the invoice that is sent for payment of goods and services that are accepted by Upfield. Invoices received without a PO number will not be processed and a return communication will be issued for you to provide the PO. This could result in a delay in the payment process.

Upfield PO numbers will be communicated to suppliers by email. To facilitate on-time payment, Upfield also strongly encourages the usage of electronic invoicing supported by our partners – Tungsten (Europe, USA, Canada & Australia), EDICOM (Mexico, Colombia, Ecuador and Peru)

Exceptions to the policy

There are exceptions to the ‘No PO No Pay’ policy where we allow invoices to be processed and paid without the use of a PO. The exceptions to the policy are limited to the following categories:

- Utilities (i.e. Gas, Electric, Water)
- Payments to or on behalf of Public Bodies, Regulators, Government and Levies
- Insurance, Pension Fee and Investment

If you have any concerns or questions regarding the No PO No Pay policy, please contact your Upfield Procurement Contact.