

# Verian Group Purchase Order Policy and Process – Guidance for Suppliers

## 1. Policy Overview

- 1.1 Verian Group policy requires that all invoices must be accompanied by a valid Purchase Order (PO) number. This is to ensure compliance with our international control protocols, and to streamline the procurement and payment process for our suppliers.

## 2. Scope

- 2.1 This policy applies to all purchases of goods and services made by Verian Group.
- 2.2 All suppliers and contractors providing goods and services to Verian Group are engaged under this policy, unless they operate with us under a pre-agreed exception.

## 3. Policy Details

### 3.1 Purchase Order Requirement:

- a) To ensure that your invoice is processed for payment, please make sure to always request a PO from your Verian business stakeholder (unless a pre-agreed exception applies).
- b) All POs must be itemized. Blanket POs can be issued on an exception basis only with approval of Verian Group's finance department.
- c) If the details on the PO are wrong or you don't understand the information on your purchase order, please immediately contact the person within Verian Group who placed the original order for you. Their details will be on the purchase order and if it's needed, they can clarify the details for you or cancel the PO to issue a replacement.

### 3.2 Invoice Submission:

- a) Invoices submitted for payment should include the following:
  - (i) invoice number (or unique identification number);
  - (ii) the words "Purchase Order" or "PO", followed by the PO number itself – this information should be clearly separated from any other information or references on the invoice;

- (iii) supplier name and VAT (or equivalent tax) identifier number;
- (iv) supplier address, contact details;
- (v) name and address of the Verian Group company you're invoicing;
- (vi) clear description of what you're charging for;
- (vii) date the goods or service were provided (supply date);
- (viii) date the invoice was created;
- (ix) amount being charged (this could be one or more); VAT (or equivalent local tax) amount (if applicable);
- (x) total amount owed (in the same currency as the original PO).

b) You also need to make sure your invoice:

- (i) only contains items that are on your PO;
- (ii) gives clear and unambiguous descriptions that match the ones on your PO; and
- (iii) gives us the supplier details that match the ones on your PO.

c) You also need to make sure the total amount invoiced against the PO does not exceed the total amount of the PO.

**If any of the above information is missing, the invoice could be rejected and sent back to you, so please check all of the above in order to avoid delays in the payment process.**

## **4. Exceptions**

4.1 Certain categories of expenditure may be exempt from this policy, including but not limited to rent, rates, utilities, telecommunications, and emergency services. These exceptions are subject to review and approval by Verian Group's finance department.

## **5. Queries**

5.1 For any questions or further clarification regarding this policy, please contact the finance department, procurement team or your Project Manager contact with Verian.

**Thank you for your partnership with Verian.**

**Verian Group**

April 2024