

If for stock, check to goods received note (GRN) at NBNi.

Agreement is made with supplier for products/sales

Purchase Invoice is received by Profit Centre Manager

It is checked against original agreement or purchase order

PURCHASE PROCESS

Any queries about purchase ledger can be e-mailed to:
purchaseledger@electricwordplc.com

Check if Invoice is stamped, coded and authorized

Submit to finance

Invoices are paid within 30 days (dependant on terms) from date received by

Process on Sun or Focus

Finance check for correct:
-Coding
-Authorization
-Authorization limits

Send back to authorizers if not correct